

Ambreen Fatima

House number R422 sector 15 A 3

Buffer-zone Karachi, Pakistan

M: 0321-8945503

E: ambreenfatima726@gmail.com

PERSONAL SUMMARY

I am a very responsible and committed journalist who displays an ability to write balanced, informative and interesting stories that give all involved parties an opportunity to have their say. I am a quick learner who can absorb new ideas and can communicate clearly and effectively. Possessing excellent bonding skills and an enquiring mind that helps to win over the confidence of people. Multi skilled with a ability to build strong working relationships with fellow investigators, photographers, columnists and news editors. Currently looking for a suitable job.

CAREER HISTORY

A business community Daily English newspaper : " **PAKISTAN STATE TIMES** "

JOURNALIST - June 2011 - Present

Worked as a investigative reporter as part of a team of writers, providing full coverage of local political, women and children's issues and education events.

Currently working as Sub Editor in the same newspaper (Pakistan State Times)

DUTISE:

- Conducting interviews with readers, sources and anyone directly involved in a story.
- Quickly collecting and analyzing information on any breaking news stories and developing them into final reports.
- Writing features and news stories.
- Involved in picture selection and the layout design of the newspapers pages.
- Attending press launches, meetings and conferences etc.
- Answering readers' queries on the telephone on the news desk and dealing with enquiries.
- Contacting victims of crime and persons who may have a news story.
- Following up leads for potential new stories.
- Sourcing and interviewing professionals, victims and academics for case studies and comments.

- Conducting interviews in person and over the phone.
- Deciding on the content for stories.
- Coming up with catchy headings for features.
- Editing copy.
- Reviewing products and services and then writing pieces about them.
- Producing marketing and promotional material for the publication.
- Responding quickly and professionally to tip offs.
- Making all pages with corrections

PROFESSIONAL EXPERIENCE

Journalism competencies

- Ability to writing interesting articles for targeted niche audiences.
- Knowledge of writing about a range of topics including: crime, travel, employment, health and fitness, education, relationships, women & children's affairs ,the economy and culture.
- Able to deal with aggressive individuals and hostile situations.
- Thorough knowledge of both print and broadcast new media.
- Experience across a range of local, regional and national press.
- Up to date with all current affairs and local, national and international news.
- Ability to write creative and interesting news
- Research skills.
- Contributing articles, comments and opinion pieces to the newspapers website.
- Fully aware of all current laws and regulations relating to journalism.

Personal

- Willingness to learn.
- Inquisitive by nature.
- Excellent communication skills and able to relate to people from all social backgrounds.
- Able to deal with setbacks and rejections.
- Persistence.
- Ability to build contacts so as to maintain a flow of information in the future.
- Expert to handle all kind of people and convincing
-

KEY COMPETENCIES AND SKILLS

Reporting
Copywriting
Feature writing
keyboard skills
Freelancing
Interviewing
Investigating
Proof reading
Making stories
Public relations
Asking questions

ACADEMIC QUALIFICATIONS

Matriculation from Comprehensive School: November 1999

Intermediate as private student: April 2003

Diploma in English language: From British Concept Center, Karachi : 2005

Short course of computer: From British Concept Center, Karachi: 2005

BA (arts) from Karachi University: June 2007

MA mass-communication from Jinnah University for women: April 2014

Intern Reporter: Pakistan State Times (certified daily English newspaper)

REFERENCES - Available on request.

To,

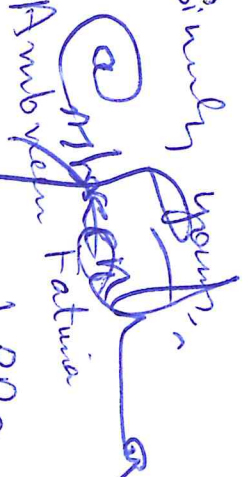
The Secretary,
Transport Deptt,
Govt. of Sindh,
Karachi

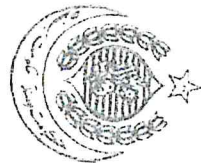
Sub:- Acceptance for offer letter.

with reference to Sindh Mass Transit cell,
Transport and Mass Transit Deptt, Govt of Sindh
offer letter no. SMTCA Admin/Hiring/2017/05 dated
22nd May, 2017, for the Post of Media Nerveur

PRO. I hereby accept all of them and conditions

laid down in the offer appointment letter and join my
duties w.e.f 31st May, 2017.

Sincerely yours,

Ambreen Fatima
Media Nerveur | PRO
0321-8945503
ambreenfatima726@gmail.com



No. SMTc/ ADMIN/ HIRING/ 2017/131
GOVERNMENT OF SINDH
SINDH MASS TRANSIT CELL
TRANSPORT & MASS TRANSIT
DEPARTMENT
Karachi, dated 24th May, 2017

To,

The Medical Superintendent,
Services Hospital,
Karachi.

SUBJECT:

OFFER OF APPOINTMENT TO THE POST OF "MEDIA MANAGER
/PRO", SINDH MASS TRANSIT CELL" (SMTc) UNDER TRANSPORT
& MASS TRANSIT DEPARTMENT, (TMTD), GOS.

I am directed to refer to the subject noted above and to state that **Ms. Ambreen Fatima D/o Khuwaja Noor-ul-Hassan** has been appointed as a "**Media Manager /PRO**" Sindh Mass Transit Cell under Transport & Mass Transit Department, vide Offer letter No. SMTc/ADMIN/HIRING/2017/5/81 dated 22-05-2017 on contract basis for three years (copy enclosed).

2. It is, therefore, requested that she may be medically examined & issue Medical Fitness Report.

(**QASSIM DADA**)
Director (F&A)
SMTc / TMTD

A copy is forwarded for information to the P.S to Secretary, Transport & Mass Transit Department, Karachi.

Director (F&A)



Tele. 021-35865392

No. TMTD/SMTC/FD/2016/17/
GOVERNMENT OF SINDH
SINDH MASS TRANSIT CELL
TRANSPORT & MASS TRANSIT
DEPARTMENT

Dated: Karachi. 14th June, 2017

To,

The Manager,
Sindh Bank Limited,
Karachi.

SUBJECT: - REQUEST FOR THE OPENING A BANK ACCOUNT

This is certify that Ms. Ambreen Fatima D/o Khawaja Noor-ul-Hassan, CNIC # 42101-6638877-2, is appointed as "Media Manager/ PRO" in Sindh Mass Transit Cell (SMTC)" Transport and Mass Transit Department, Karachi, with effect from 2-6-2017, kindly open her bank account in your Sindh Bank Limited.

Yours Cooperation in this regard will be highly appreciated.

(QASSIM DADA)

Director (Finance & Administration)
SMTC, TMTD
Government of Sindh

Qassim Dada
Director Finance/Administration
Sindh Mass Transit Cell
Transport & Mass Transit Department
Government of Sindh

IN MEMORY OF SHAHEED MOHTARMA BENAZIR BHUTTO

SINDHIBANK
POWER TO THE PEOPLE

20/06/2017

MISS. AMBREEN FATIMA
H.NO. R-422, SECTOR 15/A3
ZONE KARACHI

Opening of Account No. PK53SIND0003064453961000

Dear Sir/Madam,
Thank you for choosing Sindh Bank Ltd for opening the captioned account and for giving us the opportunity to be of service to you.

We invite you to use our attractive products which are now available in our Branches, and assure you provide you with prompt, efficient and courteous service.

In the event of any difficulty or problem please do not hesitate to write or call us personally. Any suggestion for improvement of our services will be most welcome.

We look forward to a long and mutually beneficial relationship.

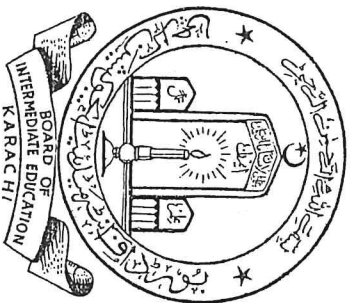
Truly yours,


Branch Manager

HYDERI NORTH NAZIMABAD BRANCH KARACHI

BDE B 341161

ROLL NO. 298251



Higher Secondary Certificate 2003

This is to certify that Andrieen Fatima
Sister Daughter of Noorul Hassan

has successfully completed the HIGHER SECONDARY CERTIFICATE
EXAMINATION of this Board in Humanities Group held in
the month of April 2003 as a Regular Private Candidate in the
subjects mentioned below and has been placed in D GRADE
by securing 444+3 MARKS in the Aggregate of 1100/1200/200.

(a) Compulsory Subjects:

1. Urdu
Normal I & II
Easy I & II / N.M.T. / Singh
History and Culture of Pakistan
Pakistan Studies (For Foreigners)
2. English Normal / Advance
3. Islamic Education / Civics (c)
4. Pakistan Studies (c)

(b) Elective Subjects:

5. Civics
6. Economics
7. Education

Karachi, Pakistan
Dated, the 27th of February 2015

(This Certificate is issued without any alteration or erasing.)

SECRETARY

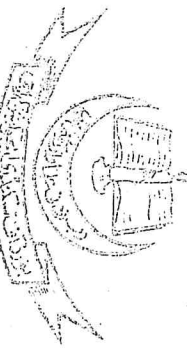
Sl. No.

N- 138847

Roll No.

559929

Board of Secondary Education, Karachi



Secondary School Certificate Examination, 1999
GENERAL GROUP



AMBREEN FATIMA

Certified that

NOOR UL HASSAN

Son/Daughter of

TWENTY-NINTH AUGUST

Whose date of birth is

one thousand nine hundred

EIGHTY-TWO

has duly passed the Secondary School Certificate Examination held

in the month of NOVEMBER 1999 as a REGULAR

Candidate in the subjects mentioned

below and has been placed in GRADE

D

He/She obtained

415

Marks.

COMPONENT I

URDU NORMAL

SINDHI SALEES

ENGLISH

PAKISTAN STUDIES

ISLAMIAT

COMPONENT II

MATHEMATICS

GENERAL SCIENCE

COMPUTER STUDIES

ECONOMICS

COMPONENT III

XXXXXXXXXXXXXXXX

He/She offered

as Vocational Subjects and has been awarded grade

XXXX

by his/her Institution on the basis of Internal Assessment.

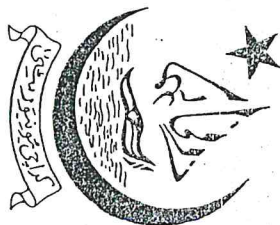
DATED

21-03-2001

(SHAFIULLAH)
Secretary

Note: This certificate is issued without alteration or erasure.
Please also see on the reverse.

Seat No. 407550/2005



Comptroller

سیٹ نمبر ۳۵۵۵۰/۴۰۷۵۵۰
M. Mamy

کراچی یونیورسٹی

University of Karachi

FACULTY OF ARTS
Bachelor of Arts (Pass)

کلیۃٔ فنون
ف۔ اے (پاس)

Whereas AMREEN FATIMA
NOR U. HASAN D/O

ڈاکٹر (محکمہ) بنت
ہرگاہ عتیقہ بریت

has pursued a course of study prescribed
by this University for the Degree of
Bachelor of Arts (Pass) in the Faculty
of Arts and has passed the requisite
Annual / Supplementary examination
of - , held in 2005 , having been
placed in III class.

It is hereby certified that he/she
has been duly admitted to the degree
of Bachelor of Arts (Pass) in this
University.

Regd. Secy
Vice Chancellor

Dated Karachi, the 15th February 2008
Note :- Detailed transcripts of examination results have been issued separately.

شیخ الجامعہ

کراچی، بتایخ ۱۵ فروری ۲۰۰۸
مستطاب

امتحان کے مفاد میں درجہ حاصل کردہ نتائج کی تفصیلات علیحدہ جاری کی گئی ہیں۔

فائلڈ فنون کے تحت بی۔ اے (پاس) کی سند
کے لیے اس جامعہ کے منظورہ نصاب کی تکمیل کر لی ہے
اور مطلوبہ امتحان سالانہ / ضمنی - منعقدہ ۲۰۰۶
میں کامیاب ہو کر سہم درجہ حاصل کر لیا ہے۔
لہذا تصدیق کی جاتی ہے کہ انہیں اس جامعہ
میں بی۔ اے (پاس) کے درجہ پر فائز کیا گیا۔



DISTRICT CENTRAL KARACHI
GOVERNMENT OF SINDH
APPENDIX XIV
FORM 'P-1'

No.DC(C)/DB/ 15389/16

The Pakistan Citizenship Act, 1951 (II of 1951) and rules made thereunder (Vide Rule 23)

CERTIFICATE OF DOMICILE

Where as AMREEN FATIMA S/o - D/o - W/o NOOR UL HASSAN
(In block letters) (In block letters)

has applied for a certificate of a domicile under the Pakistan Citizen Act, 1951 (II of 1951), alleging with respect to himself / herself the particulars set out below, and has satisfied the under signed that the conditions laid down in section 17 of the act for the grant of a certificate of domicile and fulfilled in the said AMREEN FATIMA case.

Now, therefore, in pursuance of powers conferred by the said act and rules that made there under, the undersigned hereby grants to the said AMREEN FATIMA this certificate of domicile. 18/06/16

In witness whereof I have subscribed my name this day of _____



Signed _____
Name : _____
Designation : Deputy Commissioner
Place : Karachi (Central)

PARTICULARS RELATING TO THE APPLICANT

Full Name Mr./Miss./Mrs. AMREEN FATIMA
Father's Name NOOR UL HASSAN

Address in Pakistan HOUSE NO: R-422, SECTOR: 15-A/3, BUFFER ZONE NORTH KARACHI

Address in country outside Pakistan NIL
Place of domicile KARACHI Tehsil KARACHI Distt. CENTRAL

Date of arrival in the place of domicile SINCE BIRTH. 29-08-1982

Married / Single / Widow / Widower SINGLE

Name of wife or Husband _____
Name of children and their ages _____

MATRIC FROM KARACHI: 1999

INTER FROM KARACHI: 2003

B.A FROM KARACHI: 2006

M.A FROM KARACHI: 2012



Trade or Occupation HOUSE HOLD
Mark of Identification PHOTO ATTACHED
C.N.I.C No. 42101-6638877-2



Name : _____
Designation : Deputy Commissioner
Place : Karachi (Central)

Date: _____



DISTRICT CENTRAL KARACHI
GOVERNMENT OF SINDH

FORM "D"

(See Rule L (1) (b))

Form of Certificate of Permanent Residence in the Province of Sindh
for Purpose of recruitment to the Public Service of Sindh

PERMANENT RESIDENTIAL CERTIFICATE

I hereby certify that for the reasons given below Mr./Miss./Mrs. AMREEN
FATMA S/O. / D/O. NOOR UL HASSAN
has his / her permanent residence in HOUSE NO: R-422, SECTOR: 1-A/3, BUFFER ZONE
NORTH KARACHI here enter name of place

Karachi Central District in the province of sindh.

This certificate is granted for the purpose of recruitment to the public
service in Sindh.

URBAN AREA
(here enter residential area)
ENTITLED TO THIS CERTIFICATE UNDER THE RULES.

C.N.I.C No: 42101-6638877-2



Signed _____
Name: _____
Designation: Deputy Commissioner
Place: Karachi (Central)
Date: _____

ADDITIONAL DEPUTY COMMISSIONER
KARACHI CENTRAL



SERVICES HOSPITAL
GOVERNMENT OF SINDH
KARACHI

NO.SHK/MED/PFI/

1293

Dated

02-06-2017

Ref No *

SMC/ADMM/HQING/2017/131 24-05-2017

Medical Fitness Certificate

I / We hereby certify that I / We have examined Mr / Mrs / Miss

Amreen Fatima

D/O Khawaja Noor-ul-Hasan a candidate for employment in the

Transport & Mass Transit Department and cannot discover that he

/she has any disease, constitutional weakness or bodily infirmity except *muscle weakness*

Plan I / We do not consider this a disqualification for employment in

the office of

His age is, according to his/her own statement

34 1/2 yrs

and by appearance about *Thirty Five* years.

Mark of Identification:

Note to R.C. Form no.

C.N.I.C No.

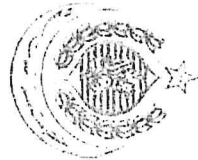
42101-6638877-2



Amreen
CIVIL SURGEON
GOVERNMENT OF SINDH
KARACHI

(GOVERNMENT OF SINDH)

ANA



No. SMTc/ ADMIN/ HIRING/ 2017/ 31
GOVERNMENT OF SINDH
SINDH MASS TRANSIT CELL
TRANSPORT & MASS TRANSIT
DEPARTMENT
Karachi, dated 24th May, 2017

To,

The Medical Superintendent,
Services Hospital,
Karachi.

**SUBJECT: OFFER OF APPOINTMENT TO THE POST OF "MEDIA MANAGER
/PRO", SINDH MASS TRANSIT CELL" (SMTc) UNDER TRANSPORT
& MASS TRANSIT DEPARTMENT, (TMTD), GOS.**

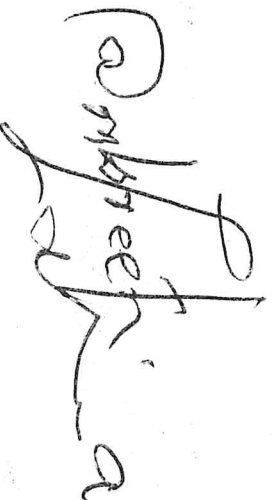
I am directed to refer to the subject noted above and to state that Ms. Ambreen Fatima D/o Khuwaja Noor-ul-Hassan has been appointed as a "Media Manager /PRO" Sindh Mass Transit Cell under Transport & Mass Transit Department, vide Offer letter No. SMTc/ADMIN/HIRING/2017/5/81 dated 22-05-2017 on contract basis for three years (copy enclosed)

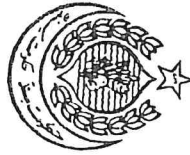
2. It is, therefore, requested that she may be medically examined & issue Medical Fitness Report.


(GASSIM DADA)
Director (F&A)
SMTc / TMTD

A copy is forwarded for information to the P.S to Secretary, Transport & Mass Transit Department, Karachi.

Director (F&A)





NO.SMTC/ADMIN/ORDER/2017/200
GOVERNMENT OF SINDH
TRANSPORT & MASS
TRANSIT DEPARTMENT

NOTIFICATION

NO.SMTC/ADMIN/HIRING/2017/05/81:- In pursuance of this department's offer order of even number dated 22-05-2017, Ms. Ambreen Fatima, **Media Manager / PRO**, Sindh Mass Transit Cell (SMTC), Transport & Mass Transit Department is hereby allowed to join Transport & Mass Transit Department, Government of Sindh w.e.f 02-06-2017 on contract basis for three (03) years with fixed monthly salary amounting to Rs.1,50,000/-. No TA / DA and other allowances will be allowed.

2. Terms and conditions will be followed.

SECRETARY TO GOVERNMENT OF SINDH

NO.SMTC/ADMIN/HIRING/2017/05/81

Karachi dated the 5th June, 2017

A copy is forwarded for information to: -

1. The Accountant General Sindh, Karachi.
2. The Director General, Sindh Mass Transit Cell (SMTC), Transport & Mass Transit Department, Government of Sindh, Karachi.
3. The Private Secretary to Secretary, Transport & Mass Transit Department, Government of Sindh, Karachi.
4. Officer Concerned.
5. Office Notification File.

A. Fatima

7.7.17

(Signature)
(QASSIM DADA)
DIRECTOR (F&A)

To,

Director (F&A)

SMTC, MTID

Gos, Karachi.

Sub: JOINING REPORT.

Dear Sir,

With reference to your offer letter No. SMTC/ADP/HR/HR/12017/2017 dated 22/05/2017 ^{05/81} I hereby join my duties as Media Manager / Public Relations Officer in your project w.e.f. June 01, 2017.

You are, therefore, requested that I may kindly be allowed to join my duties under your kind control.

Thanks.

Sincerely yours,

A Fatima

AMBREEN FATIMA
MEDIA MANAGER / PRO



GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT



Ambreen Fatima
SIGNATURE OF HOLDER

DIRECTOR ADMINISTRATION & HR
FOR MANAGING DIRECTOR (SMTA) ISSUE AUTHORITY

CARD NO.

DATE OF ISSUE

NAME

Ambreen Fatima

FATHER'S NAME

Khawaaja Noor-ul-Hassan

DESIGNATION

Medical Manager-PRO

DEPARTMENT

Sindh Mass Transit Authority

RESIDENTIAL ADDRESS:

House No R422 Sector 15 A3

Buffer zone, North Karachi

OFFICE PH #

021-35865391 RES: PH: # *00321-8945503*

BLOOD GROUP

B Positive

DATE OF BIRTH

29-08-1982

CNIC NO.

4210166388772

THIS CARD IS THE PROPERTY OF
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT
GOVERNMENT OF SINDH
IF FOUND PLEASE RETURN TO ISSUING AUTHORITY

PLEASE WRITE BIO DATA
CLEARLY WITH BOLD LETTERS

Dated: 22.04.2019

The Director General,
Sindh Mass Transit Authority,
Govt. of Sindh,
Karachi.

Sub: REQUEST FOR THREE WEEKS' LEAVE

Dear Sir,

With due respect, it is stated that my doctor has advised me for rest of three weeks, so I am not in position to attend the office.

I will be highly grateful if you kindly allow me to avail three weeks' leave w.e.f. April 22, 2019 and oblige.

Thank you.

Sincerely yours,



AMBREEN FATIMA
PUBLIC RELATIONS OFFICER

1154

23/04/2019
Director

2662
22.04.2019



Shipper's A/c. No.
Reference / Job

History ID	0419KHIX03207901638542
	
306026619457	

GST No. 12-00-9808-002-73	
COURIER	
Origin	Destination
KHI	KHI

From (Shipper)

MALIK SHAHID
SINDH MASS TRANSIT SINDH
HOUSE#F-34/1 BLOCK 7 NEAR
TEEN TALWAR CLIFTON KARACHI

Phone#
SMS 03324326720
Email

To (Consignee)

AMBREEN FATIMA
PUBLIC RELATION OFFICE SMTA
HOUSE#R-422 SEC#15A-3 BUFFER
ZONE NORTH KARACHI

Phone#

Sender's Authorization

I warrant that I have read the terms and conditions on the reverse of this
consignment note and that all details given herein are true and correct.
I further declare that the contents of this consignment do not contain any
letter. The execution of this consignment note is prima facie evidence
of the conclusion of contract between shipper and TCS (PVT) LTD.

Shipper's Signature

Shipment Detail | Coupon | Discount

CC Auth#
Declared Value

0.00

Ref. No

Receiver's Signature

Shipment Booked After Date 26/04/2019

Time 12:42:48

Booking Details

Staff 90163 Ahsan Ullah Baig

Route X03207 Date 26/04/2019 12:42:48PM

Receiver's Signature
GOLUMBUS TOWER
Receiving Time

Pieces	Weight
1	0.50
Dimension of Shipment	
0 0 0	
Service Type	
OVERNIGHT	
Mode of Payment	
CASH	
Charges	Pak. Rupees

Service	124.00
Discount	0.00
Out of Serv	0.00
Handling	0.00
Others	0.00
GST	16.00
Ins.Chg	0.00
Partner Amt.	0

Total 140

Shipper Copy

This service is initially available in
Karachi, Lahore, Islamabad & Rawalpindi



A 24/7 courier pickup service allowing you to send your documents & parcels up to 25 kgs right from your doorstep.
We promise to reach you in 60 minutes guaranteed, pick and pack your parcel, and forward to your desired destination.
Be it a Holiday or 3am in the morning, We are HAZIRI

Dated: 22.04.2019

The Director General,
Sindh Mass Transit Authority,
Govt. of Sindh,
Karachi.

Sub: REQUEST FOR THREE WEEKS' LEAVE

Dear Sir,

With due respect, it is stated that my doctor has advised me for rest of three weeks, so I am not in position to attend the office.

I will be highly grateful if you kindly allow me to avail three weeks' leave w.e.f. April 22, 2019 and oblige.

Thank you.

Sincerely yours,



AMBREEN FATIMA
PUBLIC RELATIONS OFFICER



23/04/2019
Director General

2662
22.04.2019



No.D(ADMIN&HR)/LT/2018/115 **653**
GOVERNMENT OF SINDH
TRANSPORT & MASS TRANSIT
DEPARTMENT
SINDH MASS TRANSIT AUTHORITY

Karachi, dated the 24th April, 2019

To,

Ms. Ambreen Fatima,
Public Relation Officer, SMTA
H. No. R-422, Sector 15A-3, Buffer zone, North Karachi.

SUBJECT: REQUEST FOR THREE WEEKS LEAVE.

The Competent Authority has taken serious notice of your absence from duty since last week. However, you have submitted leave application requesting leave with effect from 22nd April, 2019.

In this regard, you are directed to submit medical certificates to this office at the earliest, enabling the undersigned to process your leave request case.

SHEHRYAR ABBASI
DIRECTOR (ADMIN & HR)

RECEIVED AT
SMTA / T&MT, Deptt
Dairy No. 2688
Dated: 25-4-19

CC to:

1. The Managing Director, Sindh Mass Transit Authority, Government of Sindh, Karachi
2. PS to Minister, Transport & Mass Transit, Sindh
3. PS to Secretary, Transport & Mass Transit Department, Government of Sindh, Karachi
4. Office File

1855
02/08/19



No.D(ADMIN&HR)/LT/2018/117/1385
GOVERNMENT OF SINDH
TRANSPORT & MASS TRANSIT DEPARTMENT
SINDH MASS TRANSIT AUTHORITY
Karachi Dated: 2nd May, 2019

To,

✓ Ms. Ambreen Fatima,
Media Manager /PRO
H. No. R-422, Sector 15A-3, Buffer Zone, North Karachi.

SUBJECT: EXPLANATION

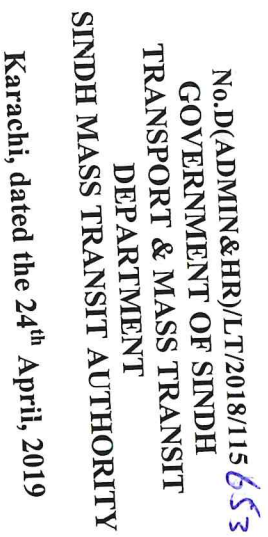
The Competent Authority has taken serious notice of your absence from duty w.e.f. 15th April, 2019. However, you were directed to submit medical certificates to the concerned authority wide letter No. D(Admin&HR)/LT/2018/115/653, dated 24th April, 2019 but no response has been received yet

2. You are hereby called upon to explain the reason of your absence from duty within (03) days positively, non-compliance of the same will result in disciplinary action.


DEPUTY DIRECTOR
(ADMINISTRATION & HR)

Copy Forwarded to:-

1. Managing Director, Sindh Mass Transit Authority (SMTA), GoS.
2. PS to Minister, Transport & Mass Transit.
3. PS to Secretary, Transport & Mass Transit Department (TMTD), GoS.
4. Master File.



SMTC / T&MT Deptt
Duty No 2695
Dated: 29-4-19

SMTC / T&MT, Deptt
Dairy No. 1186
Dated: 25-4-19

SUBJECT:

The Competent Authority has taken serious notice of your absence from duty since last week. However, you have submitted leave application requesting leave with effect from 22nd April, 2019.

Atif Muneer
SHEHRYAR ABBASI
DIRECTOR (ADMIN & HR)

1. The Managing Director, Sindh Mass Transit Authority, Government of Sindh, Karachi
2. PS to Minister, Transport & Mass Transit, Sindh
3. PS to Secretary, Transport & Mass Transit Department, Government of Sindh, Karachi
4. Office File

No. 100500000 4478.
Dated: 25/04/2019.
TRANS. PORT DEPTT.

1185
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Jairry Nor...
Jated: 02/05/18

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GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT
DEPARTMENT
Karachi Dated the 8th May, 2019

OFFICE ORDER

NO.SMTA(ADMIN&HR)/ORDER/2018/21/1372: Ms. Ambreen Fatima (Public Relation Officer), Sindh Mass Transit Authority is hereby granted Twenty One (21) days Medical Leave w.e.f. 22/04/2019 to 12/05/2019.

This issues with approval of Managing Director, Sindh Mass Transit Authority.



(SYED YAZIM ALI SHAH)
DEPUTY DIRECTOR
(ADMINISTRATION & HR)

A copy is forwarded for information & necessary action to:-

1. The Managing Director, SMTA, GoS
2. Director (Administration & HR), SMTA, GoS
- ✓ 3. Officer concerned.
4. Office Order File.



GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY

Karachi Dated the 15th July, 2019

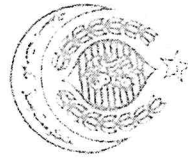
ORDER

NO. SMTA(ADMIN&HR/POSTING/30/1482 : Ms. Ambreen Fatima, Media Manager, SMTA is hereby informed to report to Directorate of Administration & HR. She is directed to proceed her work from the office of Infrastructure Department and may also assist to Deputy Director (Contract / Procurement), with immediate effect till further orders.

IQTIDAR AHMED
MANAGING DIRECTOR
(SMTA)

A copy is forwarded for information & necessary action to:-

1. PS to Managing Director, SMTA.
2. Officer Concerned.
3. Oder File



No. SO(G)/SMTA/2019
GOVERNMENT OF SINDH
TRANSPORT & MASS TRANSIT
DEPARTMENT

Karachi, dated 7th October, 2019

To,

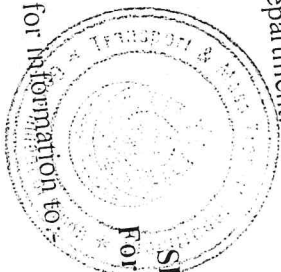
The Managing Director,
Sindh Mass Transit Authority,
Transport & Mass Transit Department,
Government of Sindh,
Karachi

SUBJECT: BEHAVIORAL ISSUES AND MISCONDUCT FROM MS. AMBREEN FATIMA, MEDIA MANAGER, SMTA.

I am directed to refer to the subject noted above and to state that officers/officials of Sindh Mass Transit Authority, TMTD have made complaint against Ms. Ambreen Fatima, Media Manager. SMTA regarding mis-behave with senior officers/officials, which is mis-conduct on her part.

2. It is, therefore, requested to resolve the issue and take necessary action against her, under intimation to this department.

SECTION OFFICER (GENERAL)
For Secretary to Government of Sindh



A copy is forwarded for information to:-

1. The P.S to Minister, Transport & Mass Transit, Sindh, Karachi.
2. The P.S to Secretary, Transport & Mass Transit Department, Karachi.

SECTION OFFICER (GENERAL)

RECEIVED
A-TMTD
19/21
28.10/18



No. ADMIN&HR/EXPLANATION/2020/1783
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 12th February, 2019

To,

- | | |
|---|--|
| 1. Yousuf Munir, (Director) | 2. Niaz Ali, Consultant P&C |
| 3. Rafay Ali Laghari, (Director) | 4. Kashif Ali Khan, DD(Contract) |
| 5. Ambreen Fatima, Media Manager | 6. Syed Khan Muhammad Shah, XEN |
| 7. Adeel Manzoor, Account Officer | 8. Syed Hussain Muqadas (Senior Auditor) |
| 9. Shakeeb Memon, Sub-Engineer | 10. M. Tariq Fazlani, Office Assistant |
| 11. Naveed Ahmed, Office Assistant | 12. Syed Ali Raza, Computer Operator |
| 13. M. Natiq Qannar, Computer Operator | 14. Anus Rizwan, Computer Operator |
| 15. Malik Shahid Munawar, Record Keeper | 16. Muhammad Riyaz, Dispatch Rider |
| 17. Muhammad Haris, Dispatch Rider | 18. Mobeen Ahmed, Naib Qasid |
| 19. Vishal, Naib Qasid | 20. Ali Raza, Naib Qasid |
| 21. Abdul Khaliq, Naib Qasid | 22. Sanaullah, Janitor |
| 23. Asghar Ali, Driver | 24. Rehmatullah, Driver |

SUBJECT: EXPLANATION

During surprise visit of Secretary, Transport & Mass Transit Department, GoS in SMTA office on 12th February, 2020 at 10:15 am, you were found absent from your duty which has been seriously noted by the Competent Authority.

You are hereby furnish your reply and appear before the Secretary TMTD, as to why the necessary action may not be taken against you as per your contract.

This issue with the approval of Secretary TMTD.


DIRECTOR
(ADMINISTRATION & HR)

Copy Forwarded to:-

1. PS to the Minister, Transport & Mass Transit, Sindh.
2. PS to the Secretary, Transport & Mass Transit Department, GoS.
3. PS to Managing Director, SMTA.
4. Master File.



NO.SO(Gen)/G.P/2020

**GOVERNMENT OF SINDH
TRANSPORT & MASS TRANSIT
DEPARTMENT**

Karachi, dated 12th February, 2020

To,

Ms. Ambreen Fatima,
Media Manager
Sindh Mass Transit Authority,
Karachi.

SUBJECT: EXPLANATION.

During surprise visit of the office of SMTA by Worthy Secretary, Transport & Mass Transit Department, Government of Sindh on 12th February, 2020 at 10:15 am you were found absent from your duty, which is gross miss-conduct on your part

2. You are hereby directed to explain your position as to why should not initiate disciplinary proceeding against you under relevant rules/contract within (03) days positively.



(GHULAM FAROOQ MANGRIO)
SECTION OFFICER (GENERAL)
For Secretary to Govt. of Sindh

Copy to:-

- The Managing Director, Sindh Mass Transit Authority, TMTD.
- PS to Secretary, Transport & Mass Transit Deptt., Govt. of Sindh, Karachi

SECTION OFFICER (GENERAL)



No. SMTA/WARNING/2020/1886
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 23 June, 2020


To,
Ms. Ambreen Fatima,
Media Manager,
Sindh Mass Transit Authority (SMTA),
Karachi.

SUBJECT: MARKING OF ATTENDANCE
With reference to the Circular No. SMTA/ADMIN/2020/1872 on dated 28th

May 2020 on the subject Non-Availability of officers and officials at SMTA office, in which strictly mentioned that indiscipline is not acceptable and has directed to ensure that all officials reach offices on time i.e. 09:00 am.

2. I am directed to inform you that the Competent Authority i.e. Managing Director checks Muster Roll on daily basis and found your attendance not being marked from 1st May 2020 till date.

3. Therefore, it is advice you to mark attendance on the previous aforementioned period and mark your attendance daily on the muster role and also submit leave application if necessary.


BABAR ALI KHAN
ADMIN & HR OFFICER

Copy is forwarded for information to:-

1. PS to the Managing Director, SMTA.
2. Master File.



No. SMTA/ADMIN/2020/1841
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 24 June, 2020

TO,

Ms. Ambreen Fatima
Media Manger
Sindh Mass Transit Authority (SMTA)
Karachi

SUBJECT: ABSENT

I am directed to inform you that the Competent Authority i.e. Managing Director,
SMTA observed and found you absent from office today


BABAR ALI KHAN
ADMIN & HR OFFICER

A copy is forwarded for information to:-

1. PS to the Managing Director, SMTA.
2. Master File.



No. SMTA/ADMIN/2020/ **1892**
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: **25** June, 2020

TO,

Ms. Ambreen Fatima
Media Manger
Sindh Mass Transit Authority (SMTA)
Karachi

SUBJECT: ABSENT

I am directed to inform you that the Competent Authority i.e. Managing Director,
SMTA observed and found you absent from office today

BABAR ALI KHAN
ADMIN & HR OFFICER

A copy is forwarded for information to:-

1. PS to the Managing Director, SMTA.
2. Master File.



No. SMTA/ADMIN/2020/1893
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 26 June, 2020

To,

Ms. Ambreen Fatima,
Media Manger,
Sindh Mass Transit Authority (SMTA),
Karachi.

SUBJECT: ABSENT

I am directed to inform you that the Competent Authority i.e. Managing Director,
SMTA observed and found you absent from office today

BABAR ALI KHAN
ADMIN & HR OFFICER

A copy is forwarded for information to:-

1. PS to the Managing Director, SMTA.
2. Master File.



No. SMTA/ADMIN/2020/1895
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT
Karachi Dated: 29th June, 2020

To,

Ambreen Fatima,
Media Manger,
Sindh Mass Transit Authority,
Karachi.

SUBJECT: EXPLANATION

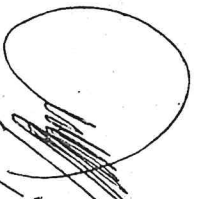
I am directed to inform you that Managing Director SMTA has checked Muster Roll on dated 29th June 2020 at 10:15 am and mark you absent. In contrast, you marked your attendance upon absent mark, which is willful misconduct and comes under unethical organizational behavior. Furthermore, you leave the office before closing hour without any information to the concerned authorities.

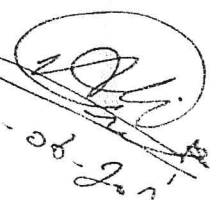
You are, therefore, directed to explain your position within 02 days (working days) positively as to why should not initiate disciplinary proceedings against you under E&D rules 1973 otherwise necessary measures will be taken against you.


BABAR ALI KHAN
ADMIN & HR OFFICER

A copy is forwarded for information to:-

1. PS to the Minister, Transport & Mass Transit, Sindh.
2. PS to the Secretary, Transport & Mass Transit Department, GoS.
3. PS to the Managing Director, SMTA.
4. Master File.


20-06-2020


20-06-2020

Tuesday, June 30, 2020

To,

Babar Ali Khan
Admin & HR Officer
Sindh Mass Transit Authority
Karachi.

SUBJECT: REPLAY FOR EXPLANATION

With the reference of letter no. SMTA/TMTD/2020/1895 (Annexure A) inform you that I have been taken permission from the Honorable Minister, TMTD, SMTA, GoS . “ Due to inconvinous of driver and far distance of my residency it is not possible for me to come office on time and stay office till leaving time”, so Honorable Minister Syed Owais Ali Shah granted me permission in October verbally.

1. For the information of respectable Managing Director Iqtidar Ahmed on basis of my 03 years employee record I am the most regular, punctual, devoted and hardworking employee in SMTA.
2. With reference of the notification of the Service General Administration & Coordination Department Notification No. CTC(SGA&CD)3(27)/2009 dated 19th June 2020 (Annexure B)

As per-cautionary measures against the spread of Corona Virus (COVID-19), and to mitigate its adverse effects the competent authority has decided to reduce the staff strength at minimums of fortnightly rotation basis.

Quoted here points notification of the Service General Administration & Coordination Department:

- ii- *The employees having some chronic ailment may be allowed to work from home with direction to leave the station.*
- iii- *Employees with illness (flu fever etc.) or facing health challenges may also work from home*
- iv- *Any other measure essential to ensure social distancing in public offices*
- x- *All officers and officials working from residence shall not leave station and shall be available on phone.*

3. So I am available 24/7 on phone for any work and I am ensuring you about my present and coordination with the department.



**GOVERNMENT OF SINDH
SERVICES, GENERAL ADMINISTRATION &
COORDINATION DEPARTMENT
Karachi, dated the 19th June, 2020.**

NOTIFICATION

NO. CTC (SG&CD) 3 (27) /2009: As pre-cautionary measures against the spread of Corona Virus (COVID-19), and to mitigate its adverse effects the competent authority has decided to reduce the staff strength at minimum on fortnightly rotation basis. The Additional Chief Secretaries / Secretary /Head of the attached departments are authorized to prepare strategy and implement the same within their respective domain within (03) three working days by adopting following measures.

- i) Identification of essential staff on rotation basis for important task and ensuring their presence in office by strictly observing necessary SOPs;
- ii) The employees having some chronic ailment may be allowed to work from home with directions not to leave the station;
- iii) Employees with illness (flu fever etc) or facing health challenges may also work from home;
- iv) Any other measure essential to ensure social distancing in public offices;
- v) Strictly adhere to various SOP's issued from time to time against Spread of COVID-19;
- vi) Officers and officials will have to provide medical / Lab report, if leave is required for isolation, in case of COVID-19 positive.
- vii) From main gate, entry of visitors must be stopped. In case of pressing need special permission may be granted by Deputy Secretary concerned;
- viii) Visitors, if allowed, must be dealt with at Reception of the respective block/floor;
- ix) Telephone number for making any contact / coordination may be notified;
- x) All officers and officials working from their residence shall not leave station and shall be available on phone.

NO. CTC (SG&CD)3(27)2009

**MUMTAZ ALI SHAH
CHIEF SECRETARY, SINDH
Karachi, dated the 19th June, 2020.**

A copy is forwarded for information and necessary action to:-

1. The Secretary Establishment Division, Government of Pakistan, Islamabad.
2. The Chairman, Planning & Development Board Sindh, Karachi.
3. The Senior Member, Board of Revenue, (Sindh), Hyderabad (including all Members, Board of Revenue, Sindh).
4. The Additional Chief Secretaries (all)
5. The Accountant General Sindh.
6. The Registrar, High Court of Sindh, Karachi
7. The Chairman, Enquiries & Anti-Corruption Establishment, Karachi.
8. The Chairman, Chief Minister's Inspection Team, Karachi.
9. The Principal Secretary to Governor Sindh, Karachi.
10. The Principal Secretary to Chief Minister, Sindh, Karachi.
11. The Military Secretary to Governor Sindh, Karachi.
12. The Administrative Secretaries (All), Government of Sindh, Karachi.
13. The Chairman, Sindh Public Service Commission, Karachi.
14. The Inspector General of Police Sindh, Karachi.
15. The Commissioners (All) in Sindh.
16. The Secretary, Provincial Assembly (Sindh), Karachi.
17. The Deputy Commissioners (All) in Sindh.
18. The Consultant to Chief Secretary Sindh for Court Affairs, Karachi
19. The P.S to Chief Secretary Sindh, Karachi.
20. The P.S to Provincial Ombudsman of Sindh, Karachi
21. The P.S to Ministers/Advisors/Spl. Assistant to Chief Minister, Sindh (All).
22. The PS Additional Secretary (GA), SG&CD, Govt. of Sindh, Karachi.
23. The PA to Deputy Secretary (B&A), SG&CD, Govt. of Sindh, Karachi.

**(SAEED AHMED SHAIKH)
ADDITIONAL SECRETARY (GA)**

19.06.2020



No. SMTA/ADMIN/2020/1895
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT
Karachi Dated: 29th June, 2020

✓ To,

Ambreen Fatima,
Media Manger,
Sindh Mass Transit Authority,
Karachi.

SUBJECT: EXPLANATION

I am directed to inform you that Managing Director SMTA has checked Muster Roll on dated 29th June 2020 at 10:15 am and mark you absent. In contrast, you marked your attendance upon absent mark, which is willful misconduct and comes under unethical organizational behavior. Furthermore, you leave the office before closing hours without any information to the concerned authorities.

You are, therefore, directed to explain your position within 02 days (working days) positively as to why should not initiate disciplinary proceedings against you under E&D rules 1973 otherwise necessary measures will be taken against you.

BABAR ALI KHAN
ADMIN & HR OFFICER

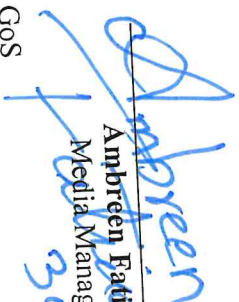
A copy is forwarded for information to:-

1. PS to the Minster, Transport & Mass Transit, Sindh.
2. PS to the Secretary, Transport & Mass Transit Department, GoS.
3. PS to the Managing Director, SMTA.
4. Master File.

4. On the basis of notification no. CTC(SGA&CD)3(27)/2009 for acknowledging, I am suffering from chronic asthma and my doctor advised me to avoid outdoor activities in this situation Corona Virus (COVID-19) spread in country

5. I hope that in future department and the respectable Managing Director Iqidar Ahmed will cooperate with me

Thanks you,


Ambreen Fatima
Media Manager
30/5/20

Copy Forwarded to:

- 1) Secretary, Transport & Mass Transit Department, GoS
- 2) P.S to Minister, Transport & Mass Transit Department, GoS
- 3) P.S to Managing Director, Transport & Mass Transit Department, GoS
- 4) Master File

Tuesday, June 30, 2020

To,

Babar Ali Khan
Admin & HR Officer
Sindh Mass Transit Authority
Karachi.

SUBJECT: REPLAY FOR EXPLANATION

With the reference of letter no. SMTA/TMTD/2020/1895 (Annexure A) inform you that I have been taken permission from the Honorable Minister, TMTD, SMTA, GoS . “ Due to inconvinous of driver and far distance of my residency it is not possible for me to come office on time and stay office till leaving time”, so Honorable Minister Syed Owais Ali Shah granted me permission in October verbally.

1. For the information of respectable Managing Director Iqtidar Ahmed on basis of my 03 years employee record I am the most regular, punctual, devoted and hardworking employee in SMTA.
2. With reference of the notification of the Service General Administration & Coordination Department Notification No. CTC(SGA&CD)3(27)/2009 dated 19th June 2020 (**Annexure B**)

As per-cautionary measures against the spread of Corona Virus (COVID-19), and to mitigate its adverse effects the competent authority has decided to reduce the staff strength at minimums of fortnightly rotation basis.

Quoted here points notification of the Service General Administration & Coordination Department:

- ii- *The employees having some chronic ailment may be allowed to work from home with direction to leave the station.*
- iii- *Employees with illness (flu fever etc.) or facing health challenges may also work from home*
- iv- *Any other measure essential to ensure social distancing in public offices*
- x- *All officers and officials working from residence shall not leave station and shall be available on phone.*

3. So I am available 24/7 on phone for any work and I am ensuring you about my present and coordination with the department.



No. ADMIN&HR/EXP/2020/1801
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY

Karachi Dated: 2nd July 2020

To,

Ambreen Fatima,
Media Manager,
Sindh Mass Transit Authority,
Karachi.

SUBJECT: EXPLANATION

I am directed to inform you that, your reply of explanation dated 30-06-2020 is forwarded to Secretary Transport & Mass Transit Department, Government of Sindh for the confirmation of granted verbal permission to you, as highlighted by you.

2. Furthermore, if you want to avail medical leaves you may submit leave application along with medical certificate / advice of doctor for the approval process from Managing Director, SMTA. Meanwhile you are advice to be punctual at office (9:00 am to 05:00 pm).

BABAR ALI KHAN
(ADMINISTRATIVE & HR OFFICER)

A copy is forwarded to:-

1. Managing Director, Sindh Mass Transit Authority.
2. Master File.



GOVERNMENT OF SINDH
TRANSPORT & MASS TRANSIT
DEPARTMENT
SINDH MASS TRANSIT AUTHORITY

Karachi, dated the 24th April, 2019

To,

Ms. Ambreen Fatima,
Public Relation Officer, SMTA
H. No. R-422, Sector 15A-3, Buffer zone, North Karachi.

SUBJECT: REQUEST FOR THREE MONTHS LEAVE.

The Competent Authority has taken serious notice of your absence from duty since last week. However, you have submitted leave application requesting leave with effect from 22nd April, 2019.

In this regard, you are directed to submit medical certificates to this office at the earliest, enabling the undersigned to process your leave request case.

SUBHLEKHA AMBANI
DIRECTOR (PERSONNEL)

cc To:

1. The Managing Director, Sindh Mass Transit Authority, Government of Sindh, Karachi
2. PS to Minister, Transport & Mass Transit, Sindh
3. PS to Secretary, Transport & Mass Transit Department, Government of Sindh, Karachi
4. Office File

2020/4/24
[Signature]



No. ADMIN&HR/WARNING/2020/1199b
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 23rd September, 2020

To,

- | | |
|--|-----------------------------------|
| 1. Kashif Ali Khan, DD(Contract) | 2. Ambreen Fatima, Media Manager |
| 3. Shakeeb Memon, Sub-Engineer | 4. Naveed Ahmed, Office Assistant |
| 5. Tariq Raheel (PPP Node, Office Assistant) | 6. Natiq Qamar, Computer Operator |
| 7. Anus Rizwan, Computer Operator | 8. Mobeen Ahmed, Naib Qasid |
| 9. Vishal, Naib Qasid | 10. Baz Kareem, Naib Qasid |
| 11. Haris Ali, Dispatch Rider | 12. Riyaz, Dispatch Rider |

SUBJECT: WARNING LETTER

With reference to this office letter dated 22nd September 2020 on the subject Non-Availability of officers / officials at SMTA office during surprise visit of the office of SMTA by Worthy Secretary, Transport & Mass Transit Department, Government.

In the mentioned letter, it was strictly emphasized that indiscipline will not be acceptable and Competent Authority has directed to take necessary measures to ensure that all officers / officials reach offices on time i.e. 09:30am sharp. Moreover, office discipline must be maintained in future and those who may fail to comply accordingly will be reported to Worthy Secretary, TMTD and disciplinary action under the rules will be initiated against the delinquent officers / officials.

In the light of above, today i.e. 23rd September 2020 you are again found absent / late after stringent and strict warning, therefore, you are hereby advice to be punctual, and record your attendance without fail.


DIRECTOR
(ADMINISTRATION & HR)

Copy Forwarded to:-

1. PS to the Minister, Transport & Mass Transit, Sindh.
2. PS to the Secretary, Transport & Mass Transit Department, GoS.
3. PS to Managing Director, SMTA.
4. Master File.



No. ADMIN&HR/EXPLANATION/2020/11989
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 22nd September, 2020

To,

1. Imran Bhatti, PD Yellow Line	2. Yousuf Munir, (Director Infra)
3. Rafay Ali Laghari (Director F&A)	4. Kashif Ali Khan, DD(Contract)
5. Syed Khan Muhammad Shah, XEN	6. Ambreen Fatima, Media Manager
7. Aizaz Sardar, AXEN	8. Babar Ali Khan, Admin & HR Officer
9. Saifullah Khalid Channa, Office Assistant	10. M. Tariq Fazlani, Office Assistant
11. Naveed Ahmed, Office Assistant	12. Syed Ali Raza, Computer Operator
13. M. Natiq Qamar, Computer Operator	14. Anus Rizwan, Computer Operator
15. Malik Shahid Munawar, Record Keeper	16. Muhammad Riyaz, Dispatch Rider
17. Muhammad Haris, Dispatch Rider	18. Mubeen Ahmed, Naib Qasid

SUBJECT: NON-AVAILABILITY OF OFFICERS / OFFICIALS AT SMTA OFFICE

During surprise visit of the office of SMTA by Worthy Secretary, Transport & Mass Transit Department, Government of Sindh on 22nd September, 2020 at 10:20 am, above mentioned

officers / officials were found absent from duty, which is gross misconduct on their part. It has been observed with great concern that officers take station leave without prior permission on Friday and on very next day i.e. Monday come late to office. No officers / officials will leave for personal work or for their official assignment without any intimation or prior permission.

The Managing Director, SMTA has observed that this indiscipline is not acceptable and has directed to take necessary measures to ensure that all officers / officials reach offices on time i.e. 09:30am sharp. Moreover, office discipline must be maintained in future and those who may fail to comply accordingly will be reported to Worthy Secretary, TMTD and disciplinary action under the rules will be initiated against the delinquent officers / officials.

In this connection, the Directorates concerned must check their staff muster roll on daily basis and submit to Administration Department at 09:30am which will then be forwarded to the Secretary Office for information.

This issue with the approval of Secretary TMTD.

**DIRECTOR
(ADMINISTRATION & HR)**

Copy Forwarded to:-

1. PS to the Minister, Transport & Mass Transit, Sindh.
2. PS to the Secretary, Transport & Mass Transit Department, GoS.
3. PS to Managing Director, SMTA.
4. Master File.

Plot No. D-43 & D-43/1, Shahr-e-Ghalib, Block-2, Clifton, Karachi

(Whatsapp Message)

Respected sir

I am really sore for my late reply actually I am still surviving from ashtama cronica attack and in last meeting you have seen my condition after your meeting I submitted my leave applications to MD SMTA after that day my condition gonna more critical and I was admitted in hospital after ten days stay in hospital now I am in bed rest. According to the doctors my lungs are swelled and use oxygen Callander for breathing

My this treatment will be end in 15 days and insha Allah I will cure in these days them joint office . Few days back I informed Minister of transportation Ada awaise about my whole scenario

Sir I hope you will understand

I will bring my whole medicals after 15 days and make you sure will not get chance for any other latter for me

Thank you

(MAM AMBREEN FATIMA)

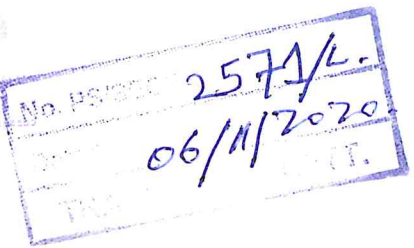
MEDIA MANAGER

MD SMTA
10/11/2020

Div Admin

Pls write her a letter again, to give her address where official letters sent or issued to her be received.

10/11/2020



3504
9-11-22

Private Secretary



No. SMTA/WARNING/2020/2054
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY

Karachi Dated: 28th October, 2020

To,

Ms. Ambreen Fatima,
Media Manager,
Sindh Mass Transit Authority,
Karachi.

SUBJECT: EXPLANATION

I am directed to refer to the subject noted above and to state that you were on Sick Leave w.e.f. 19-10-2020 to 23-10-2020 and were supposed to join office on Monday which you did not resume.

2. In view of the forgoing, I am further directed to advise you to comply with the directives and if you found to be violating of the instructions / orders, disciplinary proceeding may be initiated against you. Therefore, you are hereby directed to furnish your reply within 02 days (working days) positively as to why the necessary action may not be taken against your as per your contract.


DIRECTOR
ADMINISTRATION & HR

A copy is forwarded for information to:

1. PS to the Minister, Transport & Mass Transit, Sindh.
2. PS to the Secretary, Transport & Mass Transit Department, GoS.
3. PS to the Managing Director, SMTA.
4. Master File.


gillo


29/10/20



No. SMTA/EXPLANATION/2020/2018
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 13th October, 2020

To,

- | | |
|---|---|
| 1. Yousuf Munir, (Director Infra) | 2. Niaz Ali (Consultant P&C) |
| 3. Syed Yazim Ali Shah (Director Admin) | 4. Syed Khan Muhammad Shah (XEN) |
| 5. Kashif Ali Khan, (DD Contract) | 6. Aizaz Sardar (AXEN) |
| 7. Adeel Manzoor (Account Officer) | 8. Ambreen Fatima (Media Manager) |
| 9. Shakeeb Memon (Sub-Engineer) | 10. Babar Ali Khan (Admin & HR Officer) |
| 11. Syed Hussain Muqadas (Senior Auditor) | 12. Saifullah Khalid Channa (OfficeAssistant) |
| 13. Muhammad Riyaz (Dispatch Rider) | |

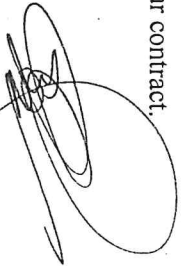
SUBJECT: EXPLANATION

During surprise visit of the office of SMTA by Worthy Secretary, Transport & Mass Transit Department, Government of Sindh on 13th October, 2020 at 10:00 am, above mentioned officers / officials were found absent from duty, which is gross misconduct on their part.

Secretary, TMTD has directed that all officers / officials must be available in their offices by 09:30 am. In case any officer/official is late / absent for three (03) consecutive days his salary may be stopped without any delay.

In this connection, officers / officials are strictly warned to mark their attendance at muster roll on time otherwise He / She may consider as an absent.

You are hereby directed to furnish your reply within 03 days (working days) positively as to why the necessary action may not be taken against your as per your contract.


MANAGING DIRECTOR
SMTA

Copy Forwarded to:-

- ✓ 1. PS to the Minister, Transport & Mass Transit, Sindh.
2. PS to the Secretary, Transport & Mass Transit Department, GoS.
3. Master File.



No. SMTA/WARNING/2020/2002
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
Karachi Dated: 30 September, 2020

To,

The Media Manager,
Sindh Mass Transit Authority,
Karachi.

SUBJECT: WARNING LETTER

I am directed to refer to the subject noted above and to state that you are found absent from duty dated 30-09-2030 without any prior information to the concerned authorities, resulting in willful insubordination and gross negligence of duties in your capacity as Media Manager which shows you are not interested in your duty.

2. This Warning Letter is being issued to you as per instructions of the Worthy Secretary Transport & Mass Transit Department, Government of Sindh. We expect you to adjust your attendance as per your duty time and show immediate progress.


DIRECTOR
ADMINISTRATION & HR

A copy is forwarded for information to:

1. PS to the Minister, Transport & Mass Transit, Sindh.
2. PS to the Secretary, Transport & Mass Transit Department, GoS.
3. PS to the Managing Director, SMTA.
4. Master File.

SINDH MASS TRANSIT AUTHORITY
GOVERNMENT OF SINDH

(NOTE SHEET)
NO OCTOBER, 2020 IS UN-RESPONDED

SUBJECT: EXPLANATION OF DATED 28TH OCTOBER, 2020 IS ON

With reference to the letter of 24th October, 2020 in which she was advised to furnish her reply of 23rd October, 2020 positively.

(02) working days (2nd November, 2020). For October, 2020 SMTA has no experience on her part.

M/s. Ambreen has been without any permission / above said explanation which shows her gross negligence.

...issue her:

If agreed, we may issue her:

- a) A final warning letter regarding absence from duty causing termination from her contract agreement
- information to the competent authority mentioned in her contract agreement
- as major punishment as per Section-V mentioned in her contract agreement
- as ***satisfactory performance and liable***

letter: ***“services will be on the basis of satisfactory performance”***

"Your Services will be on the basis of satisfactory response. If we do not find any negligence on the part of residential / postal address for further matter: "

to terminate if you are unable to furnish the current report.

b) A letter for to furnishing and official correspondence in letter and spirit.

Submitted for kind perusal, approval and further orders.

[Signature] 5/11/2016
to MD-SMTA

Private Secretary to MD-SMTA

Director (Admin & HR)

Ph issue.

Dis to me

(WhatsApp message)

Respected sir

I am really sore for my late reply actually I am still surviving from ashtama cronica attack and in last meeting you have seen my condition after your meeting I submitted my leave applications to MD SMTA after that day my condition gonna more critical and I was admitted in hospital after ten days stay in hospital now I am in bed rest. According to the doctors my lungs are swelled and use oxygen Callander for breathing

My this treatment will be end in 15 days and insha Allah I will cure in these days them joint office . Few days back I informed Minister of transportation Ada awaise about my whole scenario

Sir I hope you will understand

I will bring my whole medicals after 15 days and make you sure will not get chance for any other latter for me

Thank you

(MAM AMBREEN FATIMA)

MEDIA MANAGER

MD SMTA
8/11/2020

8/11/2020

Dir Admin

Pls write her a letter again, to give her address where official letters sent or issue to her be received.

8/11/2020

Printed Security

No. PC	2571/L.
Date	06/11/2020
Time	

3504
8-11-2020



No. SMTA/WARNING/2020/2054
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY

Karachi Dated: 28th October, 2020

To,

Ms. Ambreen Fatima, ✓
Media Manager,
Sindh Mass Transit Authority,
Karachi.

SUBJECT: EXPLANATION

I am directed to refer to the subject noted above and to state that you were on Sick Leave w.e.f. 19-10-2020 to 23-10-2020 and were supposed to join office on Monday which you did not resume.

2. In view of the forgoing, I am further directed to advise you to comply with the directives and if you found to be violating of the instructions / orders, disciplinary proceeding may be initiated against you. Therefore, you are hereby directed to furnish your reply within 02 days (working days) positively as to why the necessary action may not be taken against your as per your contract.


DIRECTOR
ADMINISTRATION & HR

A copy is forwarded for information to:

1. PS to the Minister, Transport & Mass Transit, Sindh.
2. PS to the Secretary, Transport & Mass Transit Department, GoS.
3. PS to the Managing Director, SMTA.
4. Master File.



NO.SMTA/P.ADDRESS/2020/2081
GOVERNMENT OF SINDH
TRANSPORT & MASS TRANSIT DEPARTMENT
SINDH MASS TRANSIT AUTHORITY

Karachi, dated the: 10th November, 2020
SAY NO TO CORRUPTION

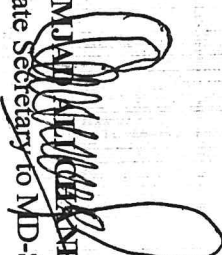
REMINDER-I

To,

Ms. Ambreen Fatima,
Media Manager,
Sindh Mass Transit Authority,
Karachi.

SUBJECT: POSTAL ADDRESS IS REQUIRED FOR FURTHER OFFICIAL CORRESPONDENCE.

I am directed to refer to this Authority's letter of even number dated 05th November, 2020 on the subject cited above and to advise you again to furnish the requisite information, at the earliest.


(AMJAN ALI KHAN SIDIO)
Private Secretary to MD-SMTA

A copy is forwarded for information to: -

1. P.S to the Secretary, Transport & Mass Transit Department, Gos.
2. P.S to the Managing Director, SMTA Karachi
3. Master File.



NO.SMTA/P.ADDRESS/2020/2067
GOVERNMENT OF SINDH
TRANSPORT & MASS TRANSIT DEPARTMENT
SINDH MASS TRANSIT AUTHORITY

Karachi, dated the: 05th November, 2020

SAY NO TO CORRUPTION

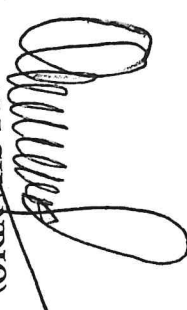
To,

Ms. Ambreen Fatima,
Media Manager,
Sindh Mass Transit Authority,
Karachi.

SUBJECT: POSTAL ADDRESS IS REQUIRED FOR FURTHER OFFICIAL CORRESPONDENCE.

I am directed to refer to the subject noted above and to state that as observed you have found absent from office since 26th October, 2020.

2. You are, therefore, advised to furnish your current postal address for further official correspondence in letter and spirit.


(AMJAD ALI CHANDIO)
Private Secretary to MD-SMTA

A copy is forwarded for information to: -

1. P.S to Minister for Transport & Mass Transit Department, Sindh.
2. P.S to the Secretary, Transport & Mass Transit Department, Gos.
3. P.S to the Managing Director, SMTA Karachi
4. ☒ Master File.



NO.SMTA/FWL/2020/2068
GOVERNMENT OF SINDH
TRANSPORT & MASS TRANSIT DEPARTMENT
SINDH MASS TRANSIT AUTHORITY

Karachi, dated the: 05th November, 2020
SAY NO TO CORRUPTION

To,

Ms. Ambreen Fatima,
Media Manager,
Sindh Mass Transit Authority,
Karachi.

SUBJECT: FINAL WARNING LETTER

Reference: This Authority's Explanation Letter No. SMTA/WARNING/2020/2054 of dated 28th October, 2020 (Copy enclosed).

In light of above referred explanation letter regarding you were found absent from your job / duty since 26th October, 2020 till-date; in which you were advised to furnish your reply within two (02) working days (i.e. 02nd November, 2020) from issuance of said explanation letter (i.e 28th October, 2020).

2. You are, therefore, finally warned that the absent from office in duty hours shall cause termination from your service as "major punishment" in pursuance of section-V of the contract agreement, stipulated as under:

"Your services will be on the basis of satisfactory performance and liable to terminate if found any negligence"

3. This issues with the approval of the Managing Director, Sindh Mass Transit Authority, Karachi.


(AMJAD ALI CHANDIO)
Private Secretary to MD-SMTA

A copy is forwarded for information to: -

1. P.S to Minister for Transport & Mass Transit Department, Sindh.
2. P.S to the Secretary, Transport & Mass Transit Department, Gos.
3. P.S to the Managing Director, SMTA Karachi
4. Master File.



NO.SMTA/P.ADDRESS/2020/2081
GOVERNMENT OF SINDH
TRANSPORT & MASS TRANSIT DEPARTMENT
SINDH MASS TRANSIT AUTHORITY

Karachi, dated the: 10th November, 2020

SAY NO TO CORRUPTION

REMINDER-I

To,

Ms. Ambreen Fatima,
Media Manager,
Sindh Mass Transit Authority,
Karachi.

**SUBJECT: POSTAL ADDRESS IS REQUIRED FOR FURTHER OFFICIAL
CORRESPONDENCE.**

I am directed to refer to this Authority's letter of even number dated 05th November, 2020 on the subject cited above and to advise you again to furnish the requisite information, at the earliest.


(AMJAD ALI KHAN)
Private Secretary to MD-SMTA

A copy is forwarded for information to:-

1. P.S to the Secretary, Transport & Mass Transit Department, Gos.
2. P.S to the Managing Director, SMTA Karachi
3. Master File.




10/11/2020



NO.SMTA/P.ADDRESS/2020/2081
GOVERNMENT OF SINDH
TRANSPORT & MASS TRANSIT DEPARTMENT
SINDH MASS TRANSIT AUTHORITY

Karachi, dated the: 10th November, 2020

SAY NO TO CORRUPTION

REMINDER-I

To,

Ms. Ambreen Fatima,
Media Manager,
Sindh Mass Transit Authority,
Karachi.

SUBJECT: POSTAL ADDRESS IS REQUIRED FOR FURTHER OFFICIAL CORRESPONDENCE.

I am directed to refer to this Authority's letter of even number dated 05th November, 2020 on the subject cited above and to advise you again to furnish the requisite information, at the earliest.


(AMJAD ALI CHAUDHIO)
Private Secretary to MD-SMTA

A copy is forwarded for information to: -

1. P.S to the Secretary, Transport & Mass Transit Department, Gos.
2. P.S to the Managing Director, SMTA Karachi
3. Master File.



NO.SMTA/SHOW CAUSE/2020/3005
GOVERNMENT OF SINDH
TRANSPORT & MASS TRANSIT DEPARTMENT
SINDH MASS TRANSIT AUTHORITY

Karachi, dated the: 2nd December, 2020

SAY NO TO CORRUPTION

To,

Ms. Ambreen Fatima,
Media Manager,
Sindh Mass Transit Authority, Karachi.

SUBJECT: SHOW CAUSE NOTICE..

In exercise of the powers conferred by under Rule-4(A) read with Sub-Rule (3) of Rule-5 of the Sindh Civil Servants (Efficiency and Discipline) Rule-1973. I, Iqtidar Ahmed, Managing Director, Sindh Mass Transit Authority, as an Authorized Officer:-

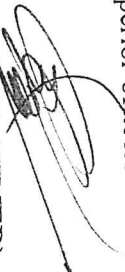
- a) am of the opinion that in view of the allegations that Ms. Ambreen Fatima, Media Manager (BS-17), is guilty of misconduct, as per details given below, there are sufficient grounds that disciplinary action be taken against her under the said Rules, and
- b) Have decided that it is not necessary to have enquiry conducted through an Enquiry Officer or Enquiry Committee.

2. I, therefore, by this Notice inform the said Ms. Ambreen Fatima, Media Manager (BS-17) that on the above ground it is proposed to impose on her the penalties described in Rule-4 of the said Rules. She is accordingly called upon to Show Cause why the proposed action should not be taken against her.

3. Her reply (in original) should reach the undersigned within 14 (fourteen) days of the receipt of this Notice failing which ex-parte decision will be taken against her under Rule-4(A) read with Sub-Rule (3) of Rule-5 of the Sindh Civil Servants (E&D) Rules-1973. She may be also indicated whether she would like to be heard in person.

4. The details of her misconduct, are as under:-

“While posted in Sindh Mass Transit Authority, you were issued several explanations on 02nd May, 2019, 12th February, 2020, 29th June, 2020, 13th October, 2020 and 28th October, 2020 regarding absent from duty and your replies to explanations were found unsatisfactory as you not replied in original nor submitted any documentary evidences (i.e. medical reports, records, doctor's prescription letters, bills and vouchers) which has caused embarrassment for your superior officers. This action on your part amounts to misconduct.


(IQTIDAR AHMED)
MANAGING DIRECTOR

A copy is forwarded for information to:-

1. P.S to Minister for Transport & Mass Transit Department, Sindh.
2. P.S to the Secretary, Transport & Mass Transit Department, GoS.
3. Master File.



NO.SMTA/SHOW CAUSE/2020/300S
GOVERNMENT OF SINDH
TRANSPORT & MASS TRANSIT DEPARTMENT
SINDH MASS TRANSIT AUTHORITY

Karachi, dated the: 2nd December, 2020

SAY NO TO CORRUPTION

To,

Ms. Ambreen Fatima,
Media Manager,
Sindh Mass Transit Authority, Karachi.

SUBJECT: SHOW CAUSE NOTICE.

In exercise of the powers conferred by under Rule-4(A) read with Sub-Rule (3) of Rule-5 of the Sindh Civil Servants (Efficiency and Discipline) Rule-1973. 1, Iqtidar Ahmed, Managing Director, Sindh Mass Transit Authority, as an Authorized Officer:-

a) am of the opinion that in view of the allegations that Ms. Ambreen Fatima, Media Manager (BS-17), is guilty of misconduct, as per details given below, there are sufficient grounds that disciplinary action be taken against her under the said Rules, and

b) Have decided that it is not necessary to have enquiry conducted through an Enquiry Officer or Enquiry Committee.

2. I, therefore, by this Notice inform the said Ms. Ambreen Fatima, Media Manager (BS-17) that on the above ground it is proposed to impose on her the penalties described in Rule-4 of the said Rules. She is accordingly called upon to Show Cause why the proposed action should not be taken against her.

3. Her reply (in original) should reach the undersigned within 14 (fourteen) days of the receipt of this Notice failing which ex-parte decision will be taken against her under Rule-4(A) read with Sub-Rule (3) of Rule-5 of the Sindh Civil Servants (E&D) Rules-1973. She may be also indicated whether she would like to be heard in person.

4. The details of her misconduct, are as under:-

“While posted in Sindh Mass Transit Authority, you were issued several explanations on 02nd May, 2019, 12th February, 2020, 29th June, 2020, 13th October, 2020 and 28th October, 2020 regarding absent from duty and your replies to explanations were found unsatisfactory as you not replied in original nor submitted any documentary evidences (i.e. medical reports, records, doctor's prescription letters, bills and vouchers) which has caused embarrassment for your superior officers. This action on your part amounts to misconduct.

(IQTIDAR AHMED)
MANAGING DIRECTOR

A copy is forwarded for information to:-

1. P.S to Minister for Transport & Mass Transit Department, Sindh.
2. P.S to the Secretary, Transport & Mass Transit Department, Sindh.
3. Master File.

بحرمت جناں
جینگلے ڈاکٹر صاحب
سندھ صاس ٹرانسٹیکٹارٹی
حلو سنٹ سندھ، کراچی

عنوان: شکایت نامہ: میڈیا مینجیر صاحبہ برائے دفتری دستاویزات جھوٹ فانی

جناں اعلیٰ! صبری جانب سے یہ بات ریلکارڈ میں لائی جائے کہ ۱۲ مورثر ۰۳ دسمبر ۲۰۲۲ میں دو لکیر کا ٹھکانا کھانے باغ کھایا تھا واپسی پر صبری ملاقات سینٹر یا مینجیر صاحبہ امیرین فاطمہ شعلو نے انہوں نے دفتری فائل کا مطالعہ کیا جب سی ایٹلے کچھ دستاویزات مٹھے لیکن ایڈمن صاحبہ اور ڈائریکٹر امیر سن کی اجازت بغیر کسی نو فائل دینے کا صحتی مجاز نہیں اس پر ایٹوں نے مجھے خوب دھمکیاں دیں اور بڑی سلاوت سنائیں جب نے کو الہ سیف اللہ حیدر، عاظمہ قصور، وشال، نسیم اور امجدیہ چانڈیو صاحبہ بھی سیں خوب لکیریں ڈالیں اور بڑی بوست یا اوپر سے فون کئے دیاں ہر مجھے فائل نکالنا پڑی۔ بڑی آفسیہ اور خالو فنانس سے کے ناطے مجھے خاصوشتی ہو تا پرا لیکن عامل کی ذمہ دہستی نقول بنائیں گئیں اور یہ بات ریلکارڈ پر یہ اس حوالے سے بہ خطا حاضر رہے گا۔

عقلمند احمد
شاہد مصلح
۱۶
ریکارڈ ایس آر
SMIA

گواہی برائے:

- ڈائریکٹر انٹر میں عالج آر SMIA -
- ماسٹر فائل SMIA -

خدمت جناب
منجیلے ڈائیکٹر صاحب
سدرہ عالس ٹرانزٹ اتھارٹی
حلوست سندھ، کراچی

معاون: شکایت نامہ: میڈیا منیجر صاحبہ برائے دفتری دستاویزات پھیل فانی

نا ب اعلیٰ! صبری جانب سے بہ بات ریکارڈ میں لائی جائے کہ ۱۱ نومبر ۲۰۲۳ء ۰۳ دسمبر ۲۰۲۳ء میں
میر کا ٹھکانے باج کیا تھا والی سی ممبری ملاقات سیلر یا منیجر صاحبہ امیرین فاطمہ شعلوئی انہوں
دفتری عامل کا مطالعہ کیا جس میں اپنے کچھ دستاویزات خط لیکن ایڈمن صاحبہ اور ڈائیکٹر ایڈمن کی
ازیت بغیر کسی کو عامل درپے کا صحتی مجاز نہیں اس پر انہوں نے مجھے خود دھکیا دیں اور
ی سلاوت سنائیں جب سے گو الہ سیف اللہ حیدر، عاطف ہمس، وشال، نسیم امراہی جٹریو صاحبہ
ایلیا خوب پریش ڈالنے اور میری بوسٹیا اور میرے صون کر نے دلو بہ مجھے مائل فائنا میڈی جڑی
سے اور خالو نا بوسے ناٹے مجھے حاسوتی مونا پر لیکن عامل کی زیر دستی نفول بنائیں گیں
بہ بات ریکارڈ پر یہ اس حوالے سے بہ خطا حاسوتی ہے گا۔

منیجر
۱۱/۱۲/۲۰۲۳
شاہد رحیل
ریکارڈ ایڈمن
SMIA

نا ب پرانی:
ڈائیکٹر انٹر میں کا اچے آر SMIA -
ماسٹر فائل SMIA



NO.SMTA/EXPLANATION/2020/3012
GOVERNMENT OF SINDH
TRANSPORT & MASS TRANSIT DEPARTMENT
SINDH MASS TRANSIT AUTHORITY

Karachi, dated the: 3rd December, 2020

SAY NO TO CORRUPTION

To,

Ms. Ambreen Fatima,
Media Manager,
Sindh Mass Transit Authority,
Karachi.

SUBJECT: EXPLANATION.

With reference to the complaint received from Record Keeper, Sindh Mass Transit Authority dated 03.12.2020 (**Copy enclosed**) regarding forcibly getting the Admin Section File as well as mis-behaved with the said official. Hence, the said behavior is against the office decorum.

2. You are hereby directed to explain your position within three (03) working days of the receipt of this letter, otherwise disciplinary action will be initiated against you.


DIRECTOR (ADMIN/HR)

A copy is forwarded for information to: -

1. P.S to Minister for Transport & Mass Transit Department, Sindh.
2. P.S to the Secretary, Transport & Mass Transit Department, GoS.
3. P.S to the Managing Director, SMTA Karachi
4. Master File.

File in Personal File
07/12/2020
Div Admin



To,

The Managing Director SMTA

Subject:- Updating Postal Address

Respected Sir,

Here to inform u that I have shifted in new Apartment Address Studio Apartment NO.202 2nd Floor Plot no 13-C Big Bukhari Commercial, Lane NO 6, Phase VI DHA Karachi which is valid for office Correspondence.

My Pervious Address House NO-47/3A C andia Village near P&T Colony, Karachi is No longer valid for any office Correspondence my new Address which is mentioned.

Thank Ycu.

Media Manager / PRO
SMTA, TMFD, Gos

22/12/20


Media Manager / PRO

A copy is forward for information to.

1. Ps to the Minister, Transport & Mass Transit, Sindh.
2. Ps to the Chief Secretary Transport & Mass Transit Department Gos.
3. Ps to the Secretary, Transport & Mass Transit Department, Gos.
4. Ps to the Managing Director, SMTA
5. Master File.

To
The Managing Director
Sindh Mass Transit Authority
Karachi.

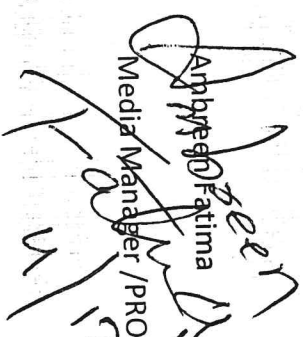
SUBJECT: EXPLANATION

Respected Sir,

I really not understand that why Admin of HR creating problems and issuing fake baseless letters to me .This is again accusation on me that I forceful took out data and misbehaved with the Record keeper even Sir I did not touché file Record keeper Mr shahid did not give me Data file, He took out some letters and Printed out then gave me.

Yesterday when I was trying to collecting data I was having on waiting and having fun with my junior staff on New Year party, Sir I am requesting to help solve this matter it shows that Admin of HR is suffering from personal jealousy from me and I do not have solutions about this.

Thank you


Arshad Fatima
Media Manager / PRO
12/12/2020

A copy is forward for information to.

1. Ps to the Minister, Transport & Mass Transit, Sindh.
2. Ps to the Chief Secretary Transport & Mass Transit Department Gos.
3. Ps to the Secretary, Transport & Mass Transit Department, Gos.
4. Ps to the Managing Director, SMTA
5. Master File.

Dated 4 December 2020

GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY

(NOTE SHEET)

SUBJECT: REPLY OF EXPLANATION OF DATED 28TH OCTOBER, 2020 BY M/S.
AMBREEN FATIMA, MEDIA MANAGER, SMTA.

With reference to the office explanation letter of dated 28th October, 2020 and final warning letter of dated 5th November, 2020 regarding absent from office since 24th October, 2020 after getting sick leaves (from 19th October, 2020 23rd October, 2020) in which she was advised to furnish her reply within two (02) working days (2nd November, 2020) positively.

M/s. Ambreen Fatima, Media Manager, SMTA has furnished the reply to Administrative Department instead of to this Authority on 6th November, 2020 instead of 02nd November, 2020, in which she stated that her condition becomes more critical due to severe attack of asthma and she was hospitalized for ten (10) days but now she came at home and on bed rest according to doctors advise she is using oxygen cylinder due to swelling in the lungs. She further added that her treatment shall continue for more fifteen (15) days (06.11.2020 to 20.11.2020) and after 20th November, 2020 she may join office.

In light of above reply, it has been observed that she is not willing to send the doctors (name of doctor) advices, medical treatment documents (prescription of doctors), hospitalization (name of hospital) files etc and didn't want to correspond with the office for official letters (applications), documentary evidences of illness by any courier companies (easily available everywhere in the city Karachi) or by mailing / emailing to any other staff of the SMTA office. Hence, the said reply from her seems unsatisfactory. At the same time, she changed her residential address somewhere, so this office is facing hardship to send her official letters for further official correspondences.

As per verbal directives of worthy MD-SMTA the undersigned has issued a first Reminder to her for furnishing the requisite postal address on dated 10th November, 2020.

Submitted for kind perusal, approval and further orders, pls.

Private Secretary to MD-SMTA

Director (Admin & HR)

In light of above situation, it is observed she is habitual of getting self-avoiding leaves along with continuously violating office regulations, this kind of her behaviour is creating cry, de-motivation and discrimination in the office (mostly regular/punctual) staff.

Managing Director / SMTA If agree approval may be 16/11/2020
attached for reference of show cause notice

DISPATCH
SMTA-TMTD

Daily No. 2089
Date: 16-11-2020

RECEIVED
SMTA-TMTD
16/11/2020



No. SMTA/EXP/2021/L-45
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 1st April, 2021

SAY NO TO CORRUPTION

To,

Ms. Ambreen Fatima,
Media Manger / PRO,
Sindh Mass Transit Authority,
Karachi.

SUBJECT: EXPLANATION

I am directed to inform you that it has been observed that you are absent from office dated 8th February 2021 till date i.e. 1st April 2021 without any prior information to the concerned authorities resulting in willful insubordination and casualness on the subject of to your job.

2. You are, therefore, directed to explain your position within two (02) days as to why should not initiate disciplinary proceeding against you under E&D Rules 1973?


DIRECTOR
ADMINISTRATION & HR

A copy is forwarded for information to:-

1. PS to the Minister, Transport & Mass Transit, Sindh.
2. PS to the Secretary, Transport & Mass Transit Department, GoS.
3. PS to the Managing Director, SMTA.
4. Master File.



No. SMTA/WARNING/2021/L-236
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 18th June, 2021

To,

- | | |
|-------------------------------------|---------------------------------------|
| 1. Kashif Ali Khan (D.D Contracts) | 2. S. Khan Muhammad (XEN) |
| 3. Aizaz Sardar (Asst: XEN) | 4. Ms. Ambreen Fatima (Media Manager) |
| 5. Sadaruddin Soomro (Stenographer) | 6. Muhammad Riayz (Dispatch Rider) |
| 7. Harris Ali (Dispatch Rider) | 8. Baz Kareem (Naib Qasid) |
| 9. Mobeen Ahmed (Naib Qasid) | |

SUBJECT: WARNING LETTER

During surprise visit of the office of SMTA by Worthy Secretary, Transport & Mass Transit Department, Government of Sindh on 18th June, 2021 at 10:10 am, above mentioned officers / officials were found absent from duty, which is gross misconduct on their part.

In this connection, all officers / officials are strictly warned to ensure their attendance on time otherwise necessary action will be taken as per your contract.


DEPUTY DIRECTOR
(ADMIN & HR)

Copy Forwarded to:-

1. PS to the Secretary, Transport & Mass Transit Department, GoS.
2. PS to the Managing Director, SMTA, Karachi.
3. Master File.



GOVERNMENT OF SINDH
TRANSPORT & MASS TRANSIT
DEPARTMENT

Karachi, dated 11th August, 2020.

NOTIFICATION

No. SO (G)/7(680)/2016: With the approval of competent authority (i.e. Chief Minister, Sindh), the contract period of following employees of Sindh Mass Transit Authority, Transport & Mass Transit Department, Government of Sindh are hereby extended for a period of two (02) year as mentioned against each. No TA/DA and other allowances will be admissible:-

S. No.	NAME	DESIGNATION	CONTRACT EXTENDED W.E.F
1	Syed Yazim Ali Shah	Deputy Director (Admin & HR)	29.05.2020
2	Mr. Rafay Ali Leghari	Deputy Director (Finance & Accounts)	29.05.2020
3	Mr. Kashif Ali Khan	Deputy Director (Contract/Procurement)	03.07.2020
4	Ms. Ambreen Fatima	Media Manager/PRO	02.06.2020
5	Mr. Rizwan Yousif	Executive Engineer	03.07.2020
6	Syed Khan Muhammad Shah	Executive Engineer	01.06.2020
7	Mr. Babar Ali Khan	Administrative Officer	31.05.2020
8	Mr. Adeel Manzoor	Accounts Officer	29.05.2020
9	Mr. Aizaz Sardar	Assistant Engineer	16.05.2020
10	Mr. Rizwan	Assistant Engineer	03.07.2020

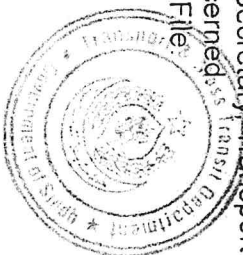
-GHULAM ABBAS DETHO-
SECRETARY TO GOVERNMENT OF SINDH

No. SO (G)/7(680)/2016:

Karachi, dated the 11th August, 2020

A copy is forwarded for information & necessary action to:-

1. The Accountant General Sindh, Karachi.
2. The Managing Director, Sindh Mass Transit Authority, TMTD, Karachi.
3. The P.S to Minister, Transport & Mass Transit, Sindh, Karachi
4. The P.S to Secretary, Transport & Mass Transit Department, Karachi.
5. Officer concerned.
6. Notification File.



(GHULAM FAROOQ MANGRIO)
SECTION OFFICER (GENERAL)
For Secretary to Government of Sindh



A/EXP/2021/L-145
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 1st April, 2021

SAY NO TO CORRUPTION

To,

Ms. Ambreen Fatima,
Media Manger / PRO,
Sindh Mass Transit Authority,
Karachi.

SUBJECT: EXPLANATION

I am directed to inform you that it has been observed that you are absent from office dated 8th February 2021 till date i.e. 1st April 2021 without any prior information to the concerned authorities resulting in willful insubordination and casualness on the subject of to your job.

2. You are, therefore, directed to explain your position within two (02) days as to why should not initiate disciplinary proceeding against you under E&D Rules 1973?

**DIRECTOR
ADMINISTRATION & HR**

A copy is forwarded for information to:-

1. PS to the Minister, Transport & Mass Transit, Sindh.
2. PS to the Secretary, Transport & Mass Transit Department, GoS.
3. PS to the Managing Director, SMTA.
4. Master File.

6: Admin and HR should observe that he is appointed for SMTA and his duty , responsibility is to improve department , to work for department , and help department to grow .

7: Admin and HR should observe that he is not appointed for and only to observe me , interference in my work which is beyond his mental and education level.

8: Admin and HR should observe that he should not interfere in my personal life, should not following me where i go , should not stand from of my building , should stop his hooliganism around me.

9: Admin and HR should observe that my Babas property's , my money , my power , my name , my fame , he will never get it because it's not his.

Concluding:

Respect Sir, i know my job my responsibility and i hope i made you understand about my objections unfortunately Admin and HR is sitting A chair which is unhandlable for him it is my humble request to Sir, kindly appoint a qualified sensible and educated Director of Admin and HR, who can understand his work responsibility towards department not on me. I hope you will look after this issue and resolve it soon. Thank you

With kind Regards

Syeda Ambreen Fatima Rajpoot

22/08/21

A copy forwarded for information to :-

1. PS to Bilawal Bhutto Zardari
2. PS to Minister , Transport & Mass Transit, Sindh.
3. PS to Chief Secretary, TMTD, Sindh.
4. PS to the Secretary, Transport & Mass Transit Department, GoS.
5. PS to the Managing Director, SMTA.
6. Master File.

To

The Honourable Minister

Sindh Mass Transit Authority, Sindh

SUBJECT: STOP ILLEGAL, UNJUSTIFIED INTERFERENCE

Respected Sir ,

Frist of all i want to appreciate you on electric bus service in karachi it is really wouderfull Masha Allah , you ahead a dream of Muhtarma BB shaheed , A dream of Sir Zuifqar Ali bhutto to facilitae his people , A dream of President Asif Ali Zardari and A dream of Chairman of Pakistam Peoples Party MR. Bilawal Bhutto Zardari.

Sir, i want to make you remmeber that when i was oppointed in SMTA i got my oppintment letter in which it was clearly written that i am only answerable , accountable or responceable to Managing Director of SMTA mean that i am under the territory of Managing Director only.

I am A Juornalist and i defeined my job my work to Managing Director very clearly and he understood me corprating with me. My question is this when i am not answerable to anyone in Deppartment why and on which behalf Admin and HR sending me such kind of explanations to me?? In which criteria? I want to register my objeCTIONS on so called and additional charged director of Admin and HR to stop unnecessary , unethical , illegal , baisesless and unjustified interference in my work.

Humble Advices

Sir i really want to give my humble advices to Admin and HR

- 1: Admin and HR should observe his poor home work and performance in the deppartment since he got additional charge.
- 2: Admin and HR should observe a good psychiatrist.
- 3: Admin and HR should observe in mental asylum for his recovery.
- 4: Admin and HR should observe to complete his education.
- 5: Admin and HR should observe that " **MRS Ambreen Fatima Bilawal Bhutto Zardari**" is not a sindhs deppartemnt.



No. SMTA/EXP/2021/L-145
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 1st April, 2021

SAY NO TO CORRUPTION

To,

Ms. Ambreen Fatima,
Media Manger / PRO,
Sindh Mass Transit Authority,
Karachi.

SUBJECT: EXPLANATION

I am directed to inform you that it has been observed that you are absent from office dated 8th February 2021 till date i.e. 1st April 2021 without any prior information to the concerned authorities resulting in willful insubordination and casualness on the subject of to your job.

2. You are, therefore, directed to explain your position within two (02) days as to why should not initiate disciplinary proceeding against you under E&D Rules 1973?


DIRECTOR
ADMINISTRATION & HR

A copy is forwarded for information to:-

1. PS to the Minister, Transport & Mass Transit, Sindh.
2. PS to the Secretary, Transport & Mass Transit Department, GoS.
3. PS to the Managing Director, SMTA.
4. Master File.

SUBJECT: EXPLANATION - AMBREEN FATIMA

With reference to this office Explanation No. SMTA/EXP/2021/L-145 dated 1st April 2021 on the subject explanation in which it was stated that Ms. Ambreen Fatima, PRO/Media-Manager found absent from dated 8th February 2021 till date i.e. 1st April 2021 without any prior information to the concerned authorities (attached as **Annexure A**).

In response, the said officer replied on 2nd April 2021 and mentioned numerous things except the relevant (attached as **Annexure B**). This office questioned regarding **53 days** absence of Ms. Ambreen Fatima from office that is also recorded by Biometric Attendance System (attendance sheet attached as **Annexure C**).

Moreover, in reply she just takes this official matter personally and pinned down the Admin Department and Director (Admin & HR) who fulfills his duties as per directives of Competent Authority and take corrective measures where the deviation occurs. However, Ms. Ambreen Fatima threatens the department, creates pressure with the bold title of "Mrs. Ambreen Fatima Bilawal Bhutto Zardari" and further stated that it should be observed.

The case is submitted for further orders.

DIRECTOR (ADMIN & HR)

[Signature]
ADMIN & HR
OFFICER

MANAGING DIRECTOR, SMTA

[Signature]
08/04/2021

[Signature]
07/04/21.

Secretary TMTD

Put up Note for^H/Minister to bring

*such state of affairs into his kind
knowledge and initiate proceedings as
per law*
[Signature]
MD

SECRETARY 277/F.
08/04/2021
TRANSPORT DEPTT.

N-158
08-04-21.

N-158
08-04-21

5.

4.

3.

2.



No. SMTA/EXP/2021/2480
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT
Karachi Dated: 16th November, 2021
SAY NO TO CORRUPTION

To,

Ms. Ambreen Fatima,
PRO,
Sindh Mass Transit Authority,
Karachi.

SUBJECT: EXPLANATION

I am directed to inform you that it has been observed that you are absent from office dated 1st April 2021 till date i.e 16th November without any prior information to the concerned authorities resulting in willful insubordination and casualness on the subject of to your job.

2. You are, therefore, directed to explain your position within two (02) days as to why should not initiate disciplinary proceeding against you under E&D Rules 1973.

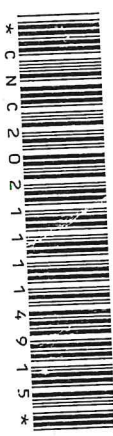

DIRECTOR
ADMINISTRATION & HR

A copy is forwarded for information to:-

1. PS to the Secretary, Transport & Mass Transit Department, GoS.
2. PS to the Managing Director, SMTA.
3. Master File.



SAIFEE HOSPITAL
 3T-1, Block-F, North Nazimabad,
 Tel: 021-36789400, 021-36670696, 021-36649866



Patient ID : 00953756

Date : 27-NOV-21

Patient Name : AMBREEN D/O KHAMAJA NOOR UL HASAN

Consultant : **DR. MUBASHIR IQBAL**
 F.C.P.S
 GENERAL SURGEON

e : _____ Wt: _____ HT: _____ Temp : _____ BP: _____ HR: _____
 ergies : _____

IO: _____

PRESCRIPTION (NOT VALID FOR COURT)

Rx

Improving Big Re nail @ Side.

Plan-

Excision & L/A.

11-12-2021.

*Removed of nail done
 & L/A*

*W/R Tab. Acetaminophen 625mg
 1+0+1.*

*Tab. Vistaral 50mg.
 1+0+1.*

*For Soreness pen
 TAB-DONOPLEX P.*

*Come in my OPD on
 Monday for Change
 of drug.*

*Dr. Mubashir Iqbal
 Consultant General &
 Laproscopic Surgeon*

SIGNATURE

PROVISIONAL DIAGNOSIS:

INVESTIGATION:

CO-MORBIDS:

C/E:

Hermetic.

HbAg.

AntiHIV.

*Not file
 of*

11/12/21

G. A. H.

OPD DAYS AND TIMINGS OF DR. MUBASHIR IQBAL
 DAILY EXCEPT FRIDAY & SUNDAY 5:00 PM TO 7:00 PM



SAIFEE HOSPITAL

Managed by Saifee Hospital Trust

ST-1, BLOCK-F, NORTH NAZIMABAD, KARACHI-74700.

PH: 36789400, 36649866, 36670696, FAX: 36628206



Ref. _____

Age: _____

Date: 11-12-2021

Name of Patient _____

To Whom It May Concern.

Mrs. Anshreen Fatima operated on 11-12-2021.
for ingrowing (P) big toe Nail- Debridement &
removal of Nail done. Needs daily dressing
and rest of 10 days -

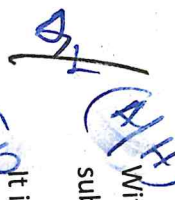


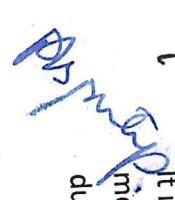
Dr. Mubashir Iqbal
Consultant General &
Laparoscopic Surgeon

To
The Managing Director
Administration & HR
Sindh Mass transit Authority.

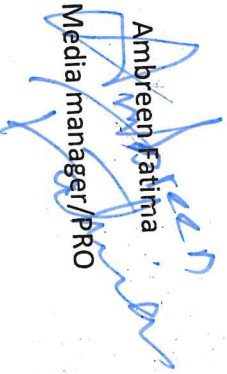

Sub: Explanation

Respected Sir,



With the reference of your letter No.SMTA/EXP-2021-2480 Dated 16 November 2021 on the subject noted above.


It is mention that due to serious sickness I was under medical treatment and my doctor advised me for complete rest. I shall be highly obliged it I may kindly excused for being absent from that duties and the period may be treated as leave and oblige. I will be punctual in future

Thank YOU


Ambreen Fatima
Media manager/PRO

As directed Pds put up-


22/11/2021


Admin

GOVERNMENT OF SINDH
TRANSPORT AND MASS TRANSIT DEPARTMENT

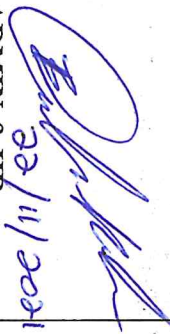
NOTE SHEET

SUBJECT: REPLY OF EXPLANATION dated 16-11-2021

PUC is a letter received from Ms. Ambreen Fatima, Media Manager / PRO SMTA on dated 22-11-2021 on the subject cited above, in response to explanation by this office. Moreover, she is absent from office dated 1st April till 19th November, 2021.

In this regard, she has mentioned in her letter that due to serious sickness, she was under medical treatment and doctor has advised her complete rest. She has requested that her period of absence may be treated as leave and in future she will be punctual.

Submitted for further orders and necessary action please.

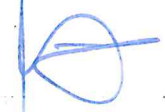

22/11/2021
ADMIN & HR
OFFICER

DIRECTOR, ADMIN & HR


22/11/2021

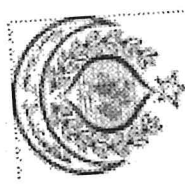
Managing Director SMTA

Ask her to submit medical records.


22/11/2021

Dr (Admin)

Government of Sindh
Accountant General Sind, Karachi
Monthly Salary Statement (March-2022)



Personal Information of Miss **AMBREEN FATIMA** d/w/s of **KHAWAJA NOOR-UL-HASSAN**
Personnel Number: 10872379 CNIC: 4210166388772 NTN:
Date of Birth: 29.08.1982 Entry into Govt. Service: 02.06.2017 Length of Service: 04 Years 10 Months 000 Days

Employment Category: **Regular / Contract** 40000048- TRANSPORT&MASS TRANSIT
Designation: **MANAGER**
DDO Code: **KQ2307-SINDH MASS TRANSIT AUTHORITY KARACHI** Cash Center: 0.00
Payroll Section: 006 GPF Section: 006 GPF Balance:
GPF A/C No: Interest Applied: No
Vendor Number: - Pay scale: **BPS For - 2017** Pay Scale Type: **Civil** BPS: 17 Pay Stage: 1-
Pay and Allowances:

Wage type		Amount	Wage type		Amount
0039	Basic Pay	172,500.00			0.00

Deductions - General					
Wage type		Amount	Wage type		Amount
3609	Income Tax	-9,068.00			0.00

Deductions - Loans and Advances				
Loan	Description	Principal amount	Deduction	Balance
Deductions - Income Tax				
Payable:	81,749.90	Recovered till March-2022:	63,614.00	Exempted: 0.02-
				Recoverable:
				18,135.92
Gross Pay (Rs.):	172,500.00	Deductions: (Rs.):	-9,068.00	Net Pay: (Rs.):
				163,432.00

Payee Name: **AMBREEN FATIMA**
Account Number: 0003064453961000
Bank Details: **SINDH BANK LIMITED, 630306 HYDERI BRANCH HYDERI BRANCH, KARACHI**
Leaves: Opening Balance: Aailed: Earned: Balance:

Permanent Address: Domicile: **SN - Sindh** Housing Status: **No Official**
City: **KARACHI**
Temp. Address: Email:
City:

To

The Managing Director

Sindh Mass Transit Authority, Karachi.

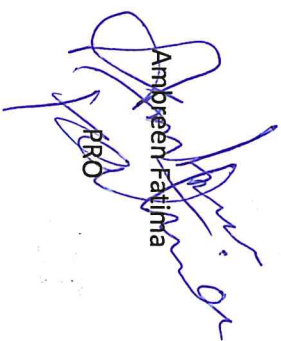
SUB: reduce duty hours.

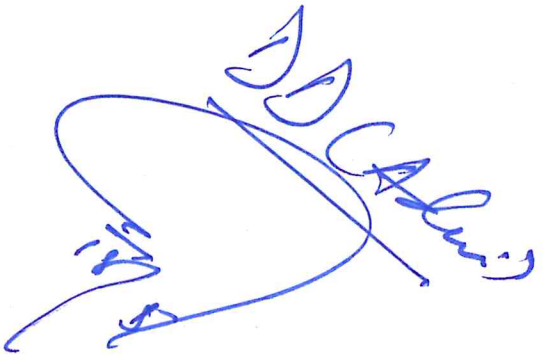
Respected Sir,

I beg to say that sir kindly reduce my duty hours because I reached office at 8:30 in morning and leaving office 5 PM and reached home around 8:30 pm so sir I am doing 12 hours duty

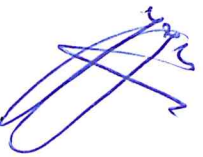
Sir kindly reduce my duty hours and allow me to do 6 hours duty and go home at 3 o'clock PM daily I will be oblige to you.

THANK YOU


Amreen Fatima
RBO



A.D. (Admin)





**Sindh
Mass Transit
Authority**

TRANSPORT & MASS TRANSIT DEPARTMENT
GOVERNMENT OF SINDH

Karachi, Dated: 30th May, 2022

No. SMTA/EXP/2022/L-837

To,

Ambreen Fatima,
PRO,
Sindh Mass Transit Authority,
Karachi.

SUBJECT: EXPLANATION

It has been observed with great concern that you are unable to perform assigned responsibilities as per your position. As a PRO your responsibilities are to create innovative and engaging public relations and media campaigns; write, edit and review all media content and issue daily press releases, study PR trends and use best practices and regularly submit PR reports but I have not seen any of this responsibility being fulfilled by you despite recently many milestones has been achieved warranting regular media updates:-

2. In pursuance of Section-V of the contract agreement reproduce as under:-
“Your services will be on the basis of satisfactory performance and liable to terminate if found any negligence”.

3. In light of these observations, you are directed to submit a consolidated report encompassing press releases issued, PR content created and press briefings conducted to update the media and public with happenings and milestones achieved at SMTA. Your reply should reach the undersigned within 3 days.

~~MANAGING DIRECTOR
Sindh Mass Transit Authority~~

A copy is forwarded for information to:

1. The PS to Minister, Transport & Mass Transit Department, GoS.
2. The PS to Secretary, Transport & Mass Transit Department, GoS.
3. Assistant Director Admin
4. Master File.

OFFICE OF MANAGING DIRECTOR
SECRETARIAT SMTA

Dispatch: 01-06-22
Received: 01-06-22
Dairy No. 001
Date: 01-06-22

DD (Admin)
R+P

Thank you

Amreen Fatima
PRO

Respected Sir, with reference to your letter No.SMTA/EXP/2022/-837 Dated 30 May 2022 on subject noted above.it is mention that due to my mother serious sickness she was admitted in hospital and she was suffering high fever which was not controlling temperature was stacked on 105 that's why from hospital I message you sir .I shall be highly oblige if I may be kindly excused for being absent from the duty and period may be treated as leave and oblige.

Respected sir before you , Mr. Imran Bhatti and Mr. sattar ishani did not Assign me for any assignment

Sub: reply of Explanation.

To
The Managing Director
Sindh Mass transit Authority, Karachi

GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
NOTE SHEET
()

SUBJECT: EXPLANATION

It is submitted that Miss Ambreen Fatima PRO (SMTA) has been issued Explanation on 30th May 2022 by Competent Authority i.e. Managing Director regarding not fulfilling basic job responsibilities (Explanation attached as Annexure A).

Furthermore, Miss Ambreen Fatima PRO (SMTA) has submitted the reply of Explanation on 01st June 2022 stating the reason her mother's health problem (Reply of Explanation attached as Annexure B).

Therefore, the case is being submitted before you for further necessary orders.


1-6-2022-
ASSISTANT DIRECTOR ADMIN (SMTA)

DEPUTY DIRECTOR ADMIN SMTA

To,

The Managing Director
SMTA Sindh
Karachi.

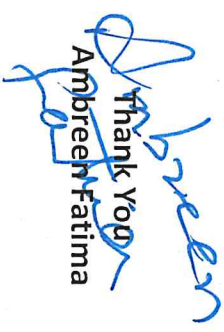
Respected Sir,

I, Ambreen Fatima, Media Manager /PRO would like to thank you for providing me an opportunity to take part in training certificate course.

I am requesting you to please allow me to participate in training in media and take part in certificate courses. I would like to inform you that IBA Representing CEJ in Karachi is offering training courses in Journalism, on monthly basis.

I also want to take a part in fellowship 2022 from PUFI, Islamabad Which is offering yearly fellowship for Journalist only. I believe through your support I will take part in training Courses and fellowship.

I will be thankful to you for this act of kindness.


Thank You
Ambreen Fatima



**Sindh
Mass Transit
Authority**

TRANSPORT & MASS TRANSIT DEPARTMENT
GOVERNMENT OF SINDH

Karachi Dated: 06th September, 2022

NOTIFICATION

No.SMTA/Notification/2022/117: With the approval of competent authority (i.e. Chief Minister Sindh), The contract period of the following employees of the Sindh Mass Transit Authority, Transport & Mass Transit Department, Government of Sindh are hereby extended for a period of One (01) year as mentioned against each with 5% increment in the Salaries:-

Sr. No.	Name	Designation	Contract Extended W.E.F
1	Syed Yazim Ali Shah	Deputy Director (Administration & Procurement)	29/05/2022
2	Mr. Rafay Ali Laghari	Deputy Director (Budget & Accounts)	29/05/2022
3	Mr. Kashif Ali Khan	Deputy Director (Contract Management)	03/07/2022
4	Mr. Rizwan Yousuf	Deputy Director Infrastructure	03/07/2022
5	Ms. Ambreen Fatima	PRO	02/06/2022
6	Mr. Babar Ali Khan	Assistant Director (Admin & Procurement)	31/05/2022
7	Mr. Adeel Manzoor	Assistant Director (Budget & Accounts)	29/05/2022
8	Mr. Rizwan	Assistant Director Infrastructure	03/07/2022

MANAGING DIRECTOR
Sindh Mass Transit Authority
Government of Sindh

A copy to forwarded for information & necessary action to:-

1. The Accountant General Sindh, Karachi.
2. The Deputy Director Budget & Accounts, Sindh Mass Transit Authority, TMSTD
3. The P.S to Minister, Transport & Mass Transit, Sindh, Karachi.
4. The P.S to Secretary, Transport & Mass Transit Department, Karachi.
5. The P.S to Managing Director, Sindh Mass Transit Authority, TMSTD, Karachi.
6. Officer Concerned.
7. Notification File.

Deputy Director (Administration & Procurement)
Sindh Mass Transit Authority
Government of Sindh
Syed Yazim Ali Shah
D.D.(Admin & Proc.)
Sindh Mass Transit Authority

To,

The Managing Director
Sindh Mass Transit Authority
Karachi

SUBJECT : APPLICATION FOR ONE (1) DAY LEAVE

RESPECTED SIR

With the reference to the above subject , I want to bring it to your kind a attention that I have faced an accident few months back in which my knee hurted and a gap appeared in my knee joint bone. My Doctor advised me A MRI report for treatment.

Sir, I got tomorrow morning appointment from hospital due to this I will not able to join office tomorrow , I request you to kindly grant me one day leave.

I shall be obliged for your approval

Allowed


13/6

DD (Admin)

Yours sincerely


Ambreen Fatima
PRO, SMTA

13-06-23



**Sindh
Mass Transit
Authority**

TRANSPORT & MASS TRANSIT DEPARTMENT
GOVERNMENT OF SINDH

Karachi, Dated: 20th June, 2023

NOTIFICATION

No. SMTA/ADMIN/2023/175:- With the approval of Competent Authority i.e. Managing Director, Sindh Mass Transit Authority, **Ms. Ambreen Fatima, PRO SMTA** is hereby transferred and posted as **Assistant Director (IT)**, Directorate of Bus Operations & ITS to supervise the operations of Pink Bus Service.

2. In addition to the above mentioned duties she is further assigned the responsibility to look after the PBS Toll free number.

**-KAMAL HAKEEM DAYO-
MANAGING DIRECTOR, SMTA**

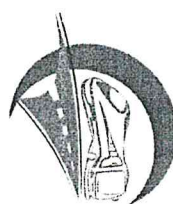
No. SMTA/ADMIN/2023/175

Karachi dated the 20th June, 2023

A copy is forwarded for information to:

1. Officer Concerned
2. The PS to Managing Director, SMTA
3. Master File.

(DEPUTY DIRECTOR ADMINISTRATION)
For Managing Director SMTA



**Sindh
Mass Transit
Authority**

TRANSPORT & MASS TRANSIT DEPARTMENT
GOVERNMENT OF SINDH

Karachi, Dated: 20th June, 2023

NOTIFICATION

No. SMTA/ADMIN/2023/75:- With the approval of Competent Authority i.e. Managing Director, Sindh Mass Transit Authority, Ms. Ambreen Fatima, PRO SMTA is hereby transferred and posted as **Assistant Director (IT)**, Directorate of Bus Operations & ITS to supervise the operations of Pink Bus Service.

2. In addition to the above mentioned duties she is further assigned the responsibility to look after the PBS Toll free number.

**-KAMAL HAKEM DAYO-
MANAGING DIRECTOR, SMTA**

No. SMTA/ADMIN/2023/1751

Karachi dated the 20th June, 2023

A copy is forwarded for information to:

1. Officer Concerned
2. The PS to Managing Director, SMTA
3. Master File.

(DEPUTY DIRECTOR ADMINISTRATION)
For Managing Director SMTA

Post her as
AD Business Mgt

22/6

DD (Admin)

MANAGING DIRECTOR
SMTA
PS.
Received: 1022
Dairy No. 28-06-23
Date:

To,

The Managing Director
Sindh Mass Transit Authority
Karachi

SUBJECT : APPLICATION FOR TWO (2) DAYS LEAVE

RESPECTED SIR

With the reference to the above subject, I want to bring it to your kind attention that as per as my Doctor advised MRI report for treatment sir, I got my MRI report yesterday and my doctor gave me tomorrow morning (10 0 clock am) appointment from hospital to show MRI report after that visit my doctor can advice me for treatment due to this I will not able to join office tomorrow ,

Sir , after my doctor advice therapy I have to start physical therapy which will start from tomorrow morning (Friday 23 June 2023) and therapy session will end on (Tuesday 27 June 2023). So sir I will not able to attend office on Monday 26 june , sir I request you to kindly grant me two days leave.

I shall be obliged for your approval

Allowed

DD (Admin)

22/6

Yours sincerely

Ambreen Fatima

Assistant Director IT, SMTA

22-June-2023



**Sindh
Mass Transit
Authority**

TRANSPORT & MASS TRANSIT DEPARTMENT
GOVERNMENT OF SINDH

No. SMTA/Admin/2023/1973

Karachi, Dated: 21st August, 2023

To,

1. MS. NAUSHEEN Irfan,
Communication Specialist, YL/PRO, SMTA
- ✓ 2. MS. AMBREEN FATIMA,
Assistant Director, IT/IITS

SUBJECT: PERSONAL HEARING ON THE COMPLAINT.

It has seriously been noticed by the Competent Authority i.e. Managing Director, SMTA, regarding the concerns of office Code of Conduct and assigned the undersigned to conduct impartial inquiry and submit the report.

2. Therefore, you are hereby directed to explain your position in person at below given time at the office of undersigned.

Ms. Ambreen Fatima (4:15 pm, Monday, 21st August, 2023)
Ms. Nausheen Irfan (4:30 pm, Monday, 21st August, 2023)

(DIRECTOR)
ADMINISTRATION & FINANCE
SINDH MASS TRANSIT AUTHORITY

A copy is forwarded for information to:

1. PS to the Managing Director, SMTA, Karachi.
2. Master File.



No. SMTA/Admin/2023-1956

Karachi, dated: August 15th, 2023

ORDER

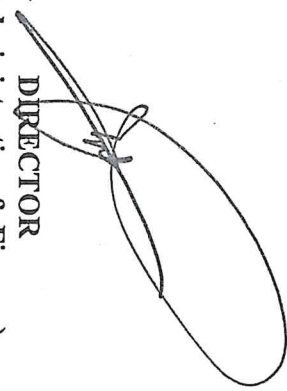
Mr. Saifullah Khalid Channa, Office Assistant, Sindh Mass Transit Authority is hereby assigned with **Ms. Ambreen Fatima, Assistant Director IT & ITS** to look after the GRM system and to attend all complains related to operation of People's Bus Service. He will be responsible to fill up complaint registration form, maintain complaint register and regularly submit to Assistant Director IT & ITS, in addition to his own duties.

2. This issues with the approval of Competent Authority.

**-MANAGING DIRECTOR-
Sindh Mass Transit Authority**

A copy is forwarded for information to:-

1. Private Secretary to Transport & Mass Transit Department, GoS,
2. Private Secretary to Managing Director, SMTA,
3. Officers Concern,
4. Order file.


**DIRECTOR
(Administration & Finance)
Sindh Mass Transit Authority**

Dated: - 05-08-2023

To

The Managing Director

Sindh Mass Transit Authority

SUBJECT: ONE DAY LEAVE APPLICATION

Respected Sir,

As you know that the Holy Month of Muharram comes to an end.
On September 6, 2023 the all community members of Ahal-e- Tashi will perform their rituals for Chelum.

With the reference to the above subject, I am requesting to you kindly allow me one leave because I will not able to attend office due to Muharram Tazia And majalis.

Sir it is not possible for any Careem or Uber driver to come and pick me, the community members of Ahla-e- Tashi will start performing their rituals So kindly grand me leave on 06, September, 2023.

Thank you

Allowed

5/9

Dir A&F

Kind regards
Ambreen Fatima
Assistant Director Business Management

To
The Managing Director
Sindh Mass Transit Authority

SUBJECT: LEAVE APPLICATION FOR 18 WORKING DAYS.

Respected Sir,

I am writing to inform you about my mother's health condition and to request a leave for a period of 18 working days (10 to 29 September, 2023)

For the past 20 days, my mother has been suffering from high fever. We consulted a doctor who advised her to undergo some blood tests. Today, I just received the test reports, which indicated the presence of a blood infection. The doctor has prescribed an 18-day course of antibiotics to treat the infection.

Considering my mother's condition and the care and attention she requires during her treatment, I find it impossible for me to fulfill my responsibilities at the office simultaneously. Therefore, I kindly request your understanding and approval for an 18-working-day leave. This time will allow me to fully support my mother and ensure her speedy recovery.

I greatly appreciate your understanding and consideration in this matter.

Dated: 9/8/2023

Assistant Director Business Management

Allowed

8/9

Dir A & F



No. SMTA/Admin/2023/2048



**Sindh
Mass Transit
Authority**

TRANSPORT & MASS TRANSIT DEPARTMENT
GOVERNMENT OF SINDH

Karachi, Dated: 3rd October, 2023

OFFICE ORDER

No. SMTA/Admin/2023/2048 With the approval of Competent Authority i.e. Managing Director Ms. Ambreen Fatima presently working as (Assistant Director Business Management) is hereby assigned to look after the Monitoring Centre of People's Bus Service with immediate effect and till further orders.

II

Mr. Naseem presently working as (Assistant IT Manager BRT Orange Line) is hereby attached with Mr. Muhammad Liaqat (Assistant Director IT / ITS) Sindh Mass Transit Authority with immediate effect and till further orders



**DIRECTOR
ADMINISTRATION & FINANCE**

A copy is forwarded for information to:

1. The P.S Secretary Transport & Mass Transit Department GoS.
2. The P.S to Managing Director Sindh Mass Transit Authority GoS.
3. The Officer/Official Concerned
4. Master File



NO.SMTC/ADMIN/HIRING/2017/ 53/51
GOVERNMENT OF SINDH
SINDH MASS TRANSIT CELL
TRANSPORT & MASS TRANSIT
DEPARTMENT
Karachi dated the 22nd May, 2017

To,

Ms. Ambreen Fatima

SUBJECT: OFFER LETTER FOR THE POSITION OF "MEDIA MANAGER / PRO", SINDH MASS TRANSIT CELL (SMTC)" TRANSPORT & MASS TRANSIT DEPARTMENT.

With the approval of Competent Authority, you are hereby offered the post of "MEDIA MANAGER / PRO", SINDH MASS TRANSIT CELL (SMTC)" which has been created under the aegis of Transport & Mass Transit Department purely on temporary basis for a contract period of three (03) years with Lump sum Remuneration amounting to Rs.150,000/- per month on the following terms and conditions:-

- i) You will be governed by such rules and orders as applicable to other civil servants of your grade / contract rules.
- ii) You will undergo a medical examination service (contract basis) and your contract appointment will be subject to the condition that you are declared medically fit by the competent medical authority.
- iii) In case of your tendering resignations, you will not leave the charge of your post unless and until your resignation is formally accepted. Behaviors contrary to this condition will tantamount to misconduct and will be dealt with accordingly.
- iv) Your services are purely on temporary / contract basis.
- v) Your services will be on the basis of satisfactory performance and liable to terminate if found any negligence.
- vi) You shall perform all such functions / services as envisaged in the Sindh Mass Transit Authority (SMTA) Act 2016 under the Administrative Control of Transport & Mass Transit Department, Govt. of Sindh.
- vii) After establishment of Sindh Mass Transit Authority (SMTA), your services will be absorbed from SMTC to SMTA as per SGA&CD's Notification vide NO.SO(C-IV)/SGA&CD/4-13/15, dated 23-11-2016.

2. If you accept the offer on the terms and conditions specified above, you should report for duty to Secretary, Transport & Mass Transit Department, Government of Sindh within Seven (07) days of the issue of this offer. Failing which it will be presumed that you are not willing to accept it which will be cancelled without any notice.

(Qassim Dada)
Director (F&A)
Sindh Mass Transit Cell

A copy is forwarded for information to the PS to Secretary Transport & Mass Transit Department, Govt. of Sindh Karachi.

Director (Finance & Admin)

